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ABSTRACT

This student manual is part of the competency based education curriculum for students training to be a legal secretary (or a legal stenographer, court reporter, or law reporter). The manual contains learning modules in eight areas: (1) occupational information, (2) receptionist duties, (3) clerical duties, (4) bookkeeping duties, (5) filing duties, (6) dictation and typing duties, (7) court documents, and (8) client documents. Within each module students are provided competency sheets (seventy-nine job competencies in all) and student handouts. Each competency sheet contains a competency statement, a performance objective, list of learning activities with references, and a criterion evaluation. Handout sheets contain information and practice exercises. The companion teacher's guide is available separately (see note). (LRA)

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Student Material

LEGAL SECRETARY

Competency Based Education Curriculum

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PREFACE

It is with the greatest pleasure that we bring you another West Virginia competency-based education (CBE) curriculum. This Legal Secretary curriculum was developed for West Virginia by RCA Education Service. The effort was coordinated by staff of the Bureau of Vocational, Technical and Adult Education.

The Bureau began advocating CBE curriculum in 1974. Since that time West Virginia has produced over 20 CBE curricula in various occupational areas. We also have a number of CBE curricula currently in the process of being developed and/or field-tested.

This Legal Secretary curriculum was disseminated to West Virginia business and office teachers at the Annual Vocational Education Conference in August of 1979 at West Virginia University. Additional copies of this curriculum are available from:

Vocational Curriculum Laboratory
Cedar Lakes Conference Center
Ripley, West Virginia 25271

I trust this material will help your program. Any suggestions you may have for improving this curriculum may be sent to our state Curriculum Lab. Through this feedback we plan to continually update our materials.

VOCATIONAL, TECHNICAL AND ADULT EDUCATION

Clarence E. Burdette

Clarence E. Burdette
Assistant State Superintendent of Schools

STUDENT COMPETENCY SHEET

MODULE 01: Occupational Information

Competency Statement 01:	Describe working conditions common to legal secretaries.
Performance Objective:	You will describe the working conditions common to legal secretaries. You must use two references and list both the good and bad working conditions. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If not, go on to Learning Activity #2.

2. Get a copy of the most recent Occupational Outlook Handbook (OOH). In the 1978-79 edition, Legal Secretaries are discussed on page 103. If you have a different edition, you can look in the index for legal secretaries or under "Secretaries and Stenographers." Make notes on good and bad points about working as a legal secretary.

3. Ask your instructor for the name of a firm or individual to contact by telephone. Ask to speak to a legal secretary. Make sure the person has time to talk to you and ask the following:

   A. What are the advantages of the working conditions?

   B. What are the disadvantages of the working conditions?

4. For a third reference, pick one of the following and collect information on working conditions.

   A. Contact another legal secretary.

B. See your counselor for additional material.

C. Go to the library to find a book or magazine article that deals with the subject.

5. Now compare your information from the OOH, your telephone call, and your third reference. When you feel you can complete the Performance Objective, ask your instructor for the Criterion Evaluation.

Criterion Evaluation:

You will report on the advantages and disadvantages of the working conditions for a legal secretary. You may do it orally or in writing. You will be rated on the following checklist:

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Two sources cited	________	________
2. Disadvantages noted	________	________
3. Advantages noted	________	________
4. Reported clearly and concisely	________	________

STUDENT COMPETENCY SHEET

MODULE 01: Occupational Information

Competency Statement 02:	Describe the educational and/or technical requirements for legal secretaries.
Performance Objective:	You will describe the educational and/or technical requirements for a legal secretary. You must use two references and receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If not, go on to Learning Activity #2.

2. Get a copy of the most recent Occupational Outlook Handbook, (OOH). In the 1978-79 edition, Legal Secretaries are discussed on page 103. If you have a different edition, you can look in the index for "Legal Secretaries" or under "Secretaries and Stenographers." Read the passage which discusses the educational and/or technical requirements of a legal secretary.

   Answer the following questions:

   A. Could I get a job as a legal secretary without this training program?

   B. What opportunities will I have if I complete this training program?

   C. After I finish this training--what other sources of education could I use to receive more advanced training?

3. Ask your instructor for the name of a firm or an individual to contact by telephone. Ask to speak to a legal secretary. Make sure the person has the time to talk to you and ask the following:

   A. What training is necessary?

Student Competency Sheet
01/02 - Page 2

B. Would additional training other than this program be helpful?

C. What are the best sources of additional training?

4. Select a third reference from the following list and collect information on the educational and/or technical requirements.

A. Contact another legal secretary.

B. See your instructor or counselor for additional information.

C. Go to the library to find a book of magazine article that deals with the subject.

Compare your information from your three sources. Make notes of any information that is contradictory. It might be necessary to check another source if the information is entirely different. When you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet
01/02 - Page 3

Criterion Evaluation:

You will report on the educational and/or technical requirements for a legal secretary. You may complete the report orally or in writing. You must receive a satisfactory rating on each item in the Student Checklist below:

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Two sources cited	________	________
2. Report made was clear and well organized	________	________
3. Information did not contradict itself	________	________

STUDENT COMPETENCY SHEET

MODULE 01: Occupational Information

Competency Statement 03: Describe the job market over the next 5 to 10 years for legal secretaries.

Performance Objective: You will describe the job market over the next 5 to 10 years for legal secretaries. You must use two references and receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you are not able to do this, go on to Learning Activity #2.
2. Get a copy of the Occupational Outlook Handbook published by the U. S. Department of Labor. Read the passage which describes the employment outlook for legal secretaries. (In the 1978-79 edition this is found on page 104. If you are using a different edition, you can find this information by looking under the heading "Secretaries and Stenographers" in the index).
3. Ask your instructor for the name of an individual to contact at the State or County Bar Association office who can provide information on the job market for legal secretaries in your area. Ask the following questions:
   - A. Is the legal field as a whole expanding or decreasing in this area?
   - B. Is the need for trained legal secretaries expanding or decreasing in this area?
   - C. Will the advent of many new types of office equipment hinder my chances of gaining employment as a legal secretary?

Student Competency Sheet
01/03 - Page 2

4. Select a third reference from the following list and collect information on the job market.

   A. Obtain from your instructor the name of a law firm or an individual in a law firm to contact by telephone. Ask to speak to the legal secretary and ask the following questions:

      (1) From your experience is the need for legal secretaries increasing or decreasing in our area?

      (2) Will the advent of many new types of office equipment hinder my chances of gaining employment as a legal secretary?

   B. See your instructor for additional or more recent job market information.

   C. Go to the library and find a book or an article dealing with the subject.

Compare the information from your three sources. Make notes of any information which is contradictory. It might be necessary to check another source if information is entirely different. When you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet
01/03 - Page 3

Criterion Evaluation:

You will make an oral or written report on the job market for legal secretaries over the next 5 to 10 years. You must receive a satisfactory rating on each item in the Student Checklist below:

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Two sources cited		
2. Report made was clear, concise, and well organized		
3. Information was not contradictory		

STUDENT COMPETENCY SHEET

MODULE 01: Occupational Information

Competency Statement 04: Describe the average salary and benefits earned by legal secretaries.

Performance Objective: You will describe the average salary and benefits earned by legal secretaries. You must use two references, and be able to identify the range of salaries and benefits for legal secretaries in your area. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot do this, go on to Learning Activity #2.

2. Contact an employment agency by telephone (these are listed under "Employment Agencies" in the Yellow Pages) and ask what the average starting salary for a legal secretary with formal training and no prior experience is in your area. Find out both the high and low range of the salary.

3. Ask your instructor for the name of an individual to contact at a large law firm and a small law firm in your area. Telephone the individual and make sure that he or she has time to speak with you. Ask the following questions:

   A. What is the average starting salary of a legal secretary with formal training and no prior experience (unless you have experience as a legal secretary) with your firm?

   B. What are the benefits your firm provides its employees?

Student Competency Sheet
01/04 - Page 2

4. Select a third reference from the following list and collect information on the average salary and benefits of a legal secretary.

   A. Contact another large firm and another small firm and ask the questions listed above.

   B. Contact another employment agency.

   C. Go to the library and find a current magazine or newspaper article on the subject.

5. Compare the information from your three sources. You must remember that the salaries that larger firms and small firms can offer will vary greatly and that there will be differences between the firms in urban and rural areas. If your information is too contradictory, you may have to call many firms in your area so that you can have a general idea of the average figure. When you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet
01/04 - Page 3

Criterion Evaluation:

You will make an oral or written report on the average salary and benefits of a legal secretary with formal training and your experience in your area. You must receive a satisfactory rating on each item in the evaluation.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Two sources cited		
2. Salary and benefits listed for both large and small firms		
3. Report was well organized, concise and complete		

STUDENT COMPETENCY SHEET

MODULE 02: Receptionist Duties

Competency Statement 01: Greet clients or visitors

Performance Objective: In a role playing situation, you will demonstrate the proper methods to greet a client or visitor. You must receive a satisfactory rating on each item of the Student Checklist. You may not use references.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If not, go on to Learning Activity #2.

2. Review the following steps in greeting a client or visitor. When you feel you know each step in order, go on to Learning Activity #3.

   A. Greet the caller promptly.

   B. Extend a welcome such as good morning.

   C. Learn the caller's name.

   D. Determine the business of the caller.

   E. Notify your employer of the caller's arrival unless you have the authority to take care of the business.

   F. If the visitor has to wait, make sure there is a place to sit and reading material.

   G. Continue with your work. Withhold confidential information.

   H. When the attorney is ready, show the visitor to the office.

   I. Introduce the caller to the attorney.

3. Pair off with another student and make up a role playing situation in which the secretary does not greet a client or visitor properly. Perform your situation for the other students. Watch the other students perform their situation. After everyone is finished, participate in a class discussion on the errors the secretaries made. When you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

You will role play a situation where a secretary greets a client or visitor. You may not use references and you must receive a satisfactory rating on the checklist below.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Greeted caller promptly.		
2. Extended welcome.		
3. Learned caller's name		
4. Determined business of the caller.		
5. Notified employer of caller.		
6. Seated caller.		
7. Resumed work/did not give out confidential information.		
8. Showed caller to the office.		
9. Introduced caller to attorney.		

STUDENT COMPETENCY SHEET

MODULE 02:	Receptionist duties
Competency Statement 02:	Make introductions
Performance Objective:	Given a situation where introductions are necessary, you will identify the proper traditional introduction and offer an alternative introduction, which is not to be used based on a person's sex, age, or position. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If not, go on to Learning Activity #2.

2. Through the years customs have prevailed concerning introduction procedures. It might be to your benefit to learn the traditional approach and then discuss your feelings on the matter with your employer, once you are employed. Get a copy of Student Handout 02/02/01, "Traditional Introductions." Follow the instructions and complete the handout. Check your answers with your instructor. When you have completed this satisfactorily, go on to Learning Activity #3.

3. In recent times, the old customs of introduction have begun to change. Many people do not hold to customs based upon a person's age, sex, or occupation. Student Handout 02/02/02 "Simple Introductions" presents new procedures one might follow when making introductions. Get a copy of the handout and complete the activities. When you are finished, check your answers with your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Participate in a class discussion in which methods of introduction should be used in the office. Feel free to discuss your position but remember, the situation will probably not be resolved in your discussion. It will be up to you and your employer to decide which method should be used. When you are ready, ask your instructor for the Criterion Evaluation.

Criterion Evaluation:

You will be given eight situations which require an introduction. You will describe the traditional introduction and offer an alternative introduction which is not based on a person's age, sex, or position. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Made traditional introductions properly.	______	______
2. Made informal introductions politely.	______	______

STUDENT HANDOUT 02/02/01
TRADITIONAL INTRODUCTIONS

The purpose of this handout is to illustrate the traditional introduction procedures which have been accepted as "proper" by a majority of people.

Read the following rules of introduction.

1. Introduce two people of the same sex: present the younger to the older.

   Example: "Mr. Stevens (younger), I would like to introduce you to Mr. Clark (older)." or "Mr. Clark this is Mr. Stevens."

2. Introduce one married woman to a single woman: say the married woman's name first.

   Example: Mrs. Clark this is Miss Shifflet.

3. When two people are equal in all respects, either name should be introduced first.

4. When introducing a lady and a gentleman, you should present the gentleman to the lady by saying the woman's name first.

   Example: Ms. Adams, I would like for you to meet Mr. Harrison.

5. When introducing a lady and a very distinguished gentleman, you should present the lady to the gentleman by saying the distinguished gentleman's name first.

   Example: Mr. Carter, I would like for you to meet Ms. Akers.

6. When introducing an individual to a group, name the individual first, then the women, then the men.

   Example: I would like to introduce you to Ms. Ashworth. Ms. Ashworth, this is Ms. Carte, Ms. Boggess, Mr. Malone, and Mr. Phares.

Following are eight case descriptions with an introduction relating to each case. In the space provided, indicate whether the introduction is right or wrong.

INTRODUCTIONS

	Case	Introduction	Right	Wrong
1.	Mr. Joe Martin is fifty-five years old. Mr. Tom Kennedy is thirty years old.	"Mr. Martin, may I present Mr. Tom Kennedy."		
2.	Ms. Ann Kennedy is a junior executive of a law firm. Mr. Joe Martin is a senior partner in a law firm.	"Ms. Kennedy, this is Mr. Joe Martin."		
3.	Mr. Joe Martin is an associate of a law firm. Mr. Tom Price is a senior partner of a law firm. Both are approximately the same age.	"Mr. Joe Martin, may I present Mr. Tom Price.		
4.	Mr. Joe Martin and Mr. Tom Price are partners in law firms. Mr. Price is fifteen years older than Mr. Martin.	"Mr. Price, may I present Mr. Joe Martin."		
5.	Mrs. Patricia Burns is an attorney. Mr. John Yates is her new client.	"Mr. Yates, this is Mrs. Patricia Burns."		
6.	Mr. Joe Martin is a partner of a law firm. Ms. Jane Adams is a new secretary for the firm.	"Mr. Martin, this is our new secretary, Jane Adams."		
7.	Mr. Harry Johnson is a new member to the law firm. He is to be introduced to the staff who are seated in this order: Ms. Lynn Jones, Mr. James Brown, Ms. Lucille Taylor, and Mr. Joe Martin.	"Ms. Jones and Ms. Taylor, Mr. Brown and Mr. Martin, this is our new member, Harry Johnson."		
8.	Mr. Ralph Murphy, secretary to the law firm, introduces himself to a new client, Mr. Charles Troutman.	"I'm Ralph Murphy, secretary to the law firm."		

STUDENT HANDOUT 02/02/02
SIMPLE INTRODUCTIONS

Due to the change in society, many of the traditional introduction procedures have lost the importance that they once held. This handout is designed to illustrate some polite introductions, which you may use without causing embarrassment to your firm. The introductions are based upon the introducers preference rather than an individual's age, sex, or position.

Read the following statements.

1. The most important fact to remember about introductions is that you pronounce the name correctly and that you make the introduction as soon as possible. Do not have "strangers" standing.

2. If you can, it is nice if you introduce the person with whom you are most familiar to the stranger or least familiar person.

   Example: You work for an attorney named Alice Lynn. When she walks into the office, you introduce her to a client who has been waiting for a couple of minutes.
   "Ms. Lynn, I would like to introduce you to Mr. Scott. He has been waiting to see you."

   Or, if your mother stops by to visit you, you would probably introduce her to your boss by mentioning her name first.
   Mom, this is Ms. Lynn. Ms. Lynn this is my mother, Mrs. Grimm.

3. If you are introducing a person to a group, say the individual's name first, then introduce the people in the order in which they are standing or sitting. There is no need to hop around the room making sure the women are introduced first.

More often than not, you will find people are more relaxed if you do not stick to formal procedures. You may even want to omit titles such as Mr. and Ms. First and last names are often sufficient. However, care must be taken to not offend anyone. Once you have worked in your job for a while, you will be able to tell the clients' preferences before you introduce them. If you speak friendly and courteously to people, you will find they will not be too concerned about the proper introduction procedures. Again it needs to be stressed that your employer should have the final say in the procedures to be followed.

Get a copy of the exercise in the previous handout (02/02/01). Rewrite the introductions so that they are simple and friendly but do not necessarily observe traditional introduction procedures.

Criterion Evaluation:

Introduce the following people by both the traditional and non-traditional methods.

1. Frank Stevens is 30 years old.
   Mrs. Stevens is 30 years old.

2. Ms. Mary King is an associate in a law firm.
   Ms. Sandra Ashley is a partner in law firm.

3. Mr. Tom Price is a partner in a law firm.
   Mr. Jake Good is a partner of another law firm.

4. Ms. Sandra Ashley and Ms. Kelly Adams are both partners in a law firm. Ms. Ashley is about fifteen years older than Ms. Ashley.

5. Mr. Sam Jones is an attorney.
   John McGill is his new secretary.

6. Ms. Laura Kelly is an attorney.
   Mr. Lee Summers is her new client.

7. Mr. Sean Adrian is a new member to the law firm. He is to be introduced to the staff who are seated in this order: Ms. Lynn Jones, Mr. James Brown, Mrs. Lucille Taylor and Mr. Joe Martin.

8. Clark Kent, secretary to the law firm, introduces himself to a new client, Mrs. Lois Lane.

STUDENT COMPETENCY SHEET

MODULE 02: Receptionist Duties

Competency Statement 03:	Place general outgoing calls.
Performance Objective:	Given a question to be answered by placing a local call, plan and place the call requesting and recording the information requested. The plan should include the appropriate party, telephone number, and purpose of the call. The answer to the questions must be recorded. You must receive a satisfactory rating on each item of the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If not, go on to Learning Activity #2.

2. Get a copy of the telephone directory and answer the following questions. Have your instructor check your answers. Participate in a class discussion on your answers, and take any notes concerning numbers that are hard to find. When you have completed this satisfactorily, go on to Learning Activity #3.

    1) What are the two sections of the telephone directory?

    2) What are the differences between the two?

    3) How are company names with an individual's name listed in the white pages?

    4) How are businesses listed if their names begin with a number?

    5) How are businesses listed if letters are used instead of a name?

    6) Why are some names cross-referenced?

    7) What would you look under to find federal agencies? State agencies?

    8) How do you find a number in the yellow pages?

Student Competency Sheet - Page 2

3. Attend a lecture/demonstration by your instructor on the proper way of dealing with people over the telephone. Get into small groups of two and role play situations where you have to call a party and get information. Have your instructor listen to at least two of your role playing situations. Whenever you have completed this satisfactorily and are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

Given a list of questions that can be answered by placing a local call, you will choose one of the questions. You must plan and place the call to the proper party, and request and record the information. You must receive a satisfactory on the Student Checklist using a telephone directory for reference.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Identified organization to call.	________	________
2. Planned the call.	________	________
3. Placed the call properly.	________	________
4. Obtained the correct answer to the question.	________	________

Criterion Evaluation:

Answer the following questions by placing telephone calls.

1. What time does the next flight leave for Chicago?
2. What travel expenses are tax deductible?
3. When and how can I obtain a copy of my birth certificate?
4. Is the Circuit Court in session? If not, when does it convene?
5. What kinds of pre-printed legal forms do you have in stock?
6. When is the deadline for having a car's license renewed?
7. Where can I find a list of names and addresses of county officials?
8. Where and how do I apply for a Social Security number?

STUDENT COMPETENCY SHEET

MODULE 02: Receptionist Duties

Competency Statement 04:	Receive telephone calls
Performance Objective:	Given telephone calls from plaintiffs and defendants, complete the necessary steps for handling each type of call. You may not use references and you must receive a satisfactory rating on each item in the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If not, go on to Learning Activity #2.

2. Get a copy of Student Handout 02/04/01, "Receiving Telephone Calls from Plaintiffs." Follow the instructions and complete the handout. Check your answers with your instructor. If you complete the handout satisfactorily, go on to Learning Activity #3.

3. Get a copy of Student Handout 02/04/02, "Receiving Telephone Calls from Defendants." Follow the instructions and complete the handout. Have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Choose another person from your class to be a partner in role playing situations. Act out the following situations, taking turns acting like the secretary. Receive the call and follow the proper steps listed in the handouts. Discuss the best way to handle each of the situations during a class discussion. When you are ready, ask your instructor for the Criterion Evaluation.

   1) A plaintiff who does not want to speak to a secretary.

   2) A defendant who wants you to give out confidential information.

   3) A defendant's attorney calling to object to plaintiff's harassment of her client.

Student Competency Sheet - Page 2

Criterion Evaluation:

You will be given a telephone call from a defendant and a plaintiff. You must complete the steps necessary for handling each call. You may not use references and you must receive a satisfactory rating on each item on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Obtained client's full name.		
2. Made tentative appointment for client to see attorney.		
3. Prepared telephone message.		
4. Determined exact date of service of summons.		

STUDENT HANDOUT 02/04/01
RECEIVING TELEPHONE CALLS FROM PLAINTIFFS

When receiving a telephone call from a client who wishes to commence legal action against an individual, you must:

1. Obtain the full name, address, and telephone number of the client.

2. Determine the nature of the legal action the client wishes to undertake.

3. Make a tentative appointment for the client to see the attorney.

4. Take notes on the conversation for the attorney which gives a) the date and time of call, b) the name, address, and telephone number of the client, c) the nature of the legal action, and d) the date and time of the tentative appointment.

Occasionally, someone will call who does not want to give any information to a secretary. In these cases, you must assure the caller that you will keep all information confidential, and that it is necessary that you receive such information so that your employer will be better prepared to meet with the client. If the caller continues to refuse to give out information, politely but firmly insist that he or she must give you the information before you make an appointment.

If you receive a call from a plaintiff who is not your employer's client (that is, your employer is representing the defendant) do not give out any information about the case. Tell the caller that the actions that your employer is taking are confidential, and that he or she should consult his or her own attorney. If the caller continues to insist that he or she must have the information, allow the caller to speak to your employer. If your employer is not available, take the name and telephone number of the caller and the nature of the question and have your employer return the call.

If an attorney who represents another party in a lawsuit calls your office with questions, do not give out any information about the case. The other lawyer should have been notified through the proper channels of any information that your employer feels that he or she should know. It would be most polite to allow the attorney to speak to your employer.

Practice Exercises:

1. A woman calls to make an appointment to see your employer. List the type of information that you would receive from her before scheduling the appointment.

2. Jack Smith wants your employer to represent him in a lawsuit that is commencing to recover his money from Rich's Ripoffs,

a firm that he paid $750.00 to fix his roof. A man from Rich's came to his house one day and set up a ladder. That was 6 weeks ago. No one from Rich's has been there since, and no work has ever been done. Mr. Smith lives at 4444 Connecticut Street, Graham, WV. His telephone number is 304-555-6789. He called at 10:05 this morning. Make notes on the conversation for your employer, scheduling a tentative appointment for one week from today.

3. A woman calls and wants your lawyer to handle her divorce. She won't give you any information about herself. Write down what you would say to persuade her to talk to you.

4. Lucy Britton calls and wants to know why your employer is representing Max Schultz, the plaintiff in a lawsuit in which she is the defendant. Ms. Britton had known your employer, Margaret O'Connor, in college, and is quite angry that Ms. O'Connor should have accepted the case. Ms. O'Connor is unavailable to speak to Ms. Britton. Write down what you would tell Ms. Britton. Make notes on the conversation for Ms. O'Connor.

5. Peter Martin is the attorney for Greg Greason, the defendant in a lawsuit in which your employer is representing the plaintiff. Mr. Martin is calling to find out "what's going on with the case." Write down what you would say to Mr. Martin.

STUDENT HANDOUT 02/04/02
RECEIVING TELEPHONE CALLS FROM DEFENDANTS

When you receive a call from a new client who has been declared the defendant in a lawsuit, you must:

1. Obtain the full name, address, and telephone number of the client.
2. Determine the type of action that the defendant is involved in.
3. Determine the exact date of service of the summons.
4. Make a tentative appointment for the client to see your employer.
5. Take notes on the conversation for the attorney which gives a) the date and time of call, b) the name, address, and telephone number of the client, c) the nature of the legal action, and d) the date and time of the tentative appointment.

Occasionally, someone will call who does not want to give information to the secretary. In these cases you must assure the caller that you will keep all information confidential, and that is is necessary that you receive such information so that your employer will be better prepared to meet with the client. If the caller continues to refuse to give out information, politely but firmly insist that he or she must give you the information before you make an appointment.

If you receive a call from a defendant who is not your employer's client (that is, your employer is representing the plaintiff) do not give out any information about the case. Tell the caller that the actions your employer are taking are confidential, and that he or she should consult his or her own attorney. If the caller continues to insist that he or she must have the information, allow the caller to speak to your employer. If your employer is not available, take the name and telephone number of the caller, and the nature of the question, and have your employer return the call.

If an attorney who represents another party in a lawsuit calls your office with a question, do not give out any information about the case. The other lawyer should have been notified through the proper channels of any information that your employer feels that he or she should know. It would be most polite to allow the attorney to speak to your employer.

Practice Exercises:

1. Tom Stephenson calls your employer and wants to retain him to be defense counsel in a lawsuit. List the information that you should obtain from Mr. Stephenson.

STUDENT HANDOUT 02/04/02 - Page 2

2. Lydia Lackluster calls and says that she needs a lawyer because she's being sued. She doesn't want to tell you the nature of the case. Write down what you would say to persuade her to talk to you.

3. Erica Reed, who lives at 2891 Tempest Lane, New Boston, WV (phone 324-2325) wants to retain your employer to represent her in a lawsuit in which she is the defendant. She was served with a summons two days ago. She is being sued for non-payment of her rent, which she withheld because the landlord did not make promised repairs. Make a tentative appointment for a date this week, and prepare a telephone message form for your employer.

4. Bart Drab, a lawyer, calls to complain that your employer's client, the defendant in a law suit, is not obeying a temporary restraining order. He wants to know what your employer Betty Bright has told her client about the order. Write down what you would say to Mr. Drab.

5. Missy Music, the defendant in a lawsuit, calls your employer, who represents the plaintiff, Mark Fisher. Ms. Music is irate because Mr. Fisher did not tell her that he was considering filing suit against her. Ms. Music wants to know "exactly what his complaint is, anyway." Write down what you would say to Ms. Music.

Criterion Evaluation:

Choose another person from your class to be a partner in the following role playing situations before the class. One person will act as the caller and make the two calls which comprise the Criterion Evaluation. The second person will act as the legal secretary. Once the calls are completed, you will reverse roles and act out the situation again. Your instructor will provide you with telephone message forms and any other materials or information necessary for the role playing.

CALLER:

As the caller, you will make the following calls:

1. You are a union member and your union has refused to process your grievance. You want to hire Mr. Jones to sue the union and the company. Since you do not trust the secretary to keep the information confidential, you are hesitant to give out any information. Play it from here when you make the call.

2. You are John A. Law, the plaintiff's lawyer. You call Sally Justice, the defendant's lawyer, to discuss the case, but she is out of town for the week. You attempt to take advantage of the situation by asking the secretary to give you information on what Ms. Justice's plans are in the case and what the defendant has told Ms. Justice. Play it from here when you call.

LEGAL SECRETARY:

You will receive the two calls and respond as a competent, professional legal secretary would.

STUDENT COMPETENCY SHEET

MODULE 02: Receptionist Duties

Competency Statement 05:	Make long distance telephone calls
Performance Objective:	Given a telephone directory, three case descriptions and questions pertaining to each case, you will answer questions with 100% accuracy.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the performance objective, see your instructor for the Criterion Evaluation. If not, go on to Learning Activity #2.

2. Get a copy of the local telephone directory. Using the index, find the pages which contain the area codes and time zones. If it is 9:00 in Charleston, write down the times of the following locations and the area code you will have to call.

Location	Time	Area Code
Huntington, WV		
Chicago, IL		
Houston, TX		
Charleston, SC		
San Francisco, CA		
Nova Scotia		
Tulsa, OK		
Denver, CO		

3. Read page 12 in the 1978 Telephone Directory. Explain the following.

   A. Station to station calls
   B. Person to person
   C. Collect calls
   D. Credit card calls
   E. Mobile and marine service
   F. Conference calls
   G. Overseas calls
   H. Inward Wide Tele-communication Services

Student Competency Sheet - Page 2

4. Attend a lecture demonstration by your instructor on Long distance dialing instructions. Take notes on special instructions for:

   A

   A. Direct distance dialing.

   B. How to call within West Virginia

   C. Operator assisted calls.

   D. Out of town directory assistance.

   E. If you reach a wrong number.

   Practice making each type of call using the locations listed in Learning Activity #2, using a disconnected telephone. Have your instructor check your procedure on at least two of the calls. When you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

Given a telephone directory, three case descriptions, and questions pertaining to each case, you will answer the questions with 100% accuracy.

Criterion Evaluation:

Given the three case descriptions and questions for each, you will use a telephone directory and answer questions with 100% accuracy.

CASE I

Your employer wants you to place a call to a client in San Francisco. It is important that you get in touch with the client before she leaves her home at 9:00 a.m. Your employer does not know her telephone number but you have her name and address.

1) What number do you call to get her telephone number?

2) Would it be cheaper or more expensive to use Direct Distance Dialing?

3) What time would you place the call?

CASE II

You must call a company that has a WATS line for your employer. You know the name of the company and the city in which it is located, but you do not know the telephone number. You call and get the number, but you dial the wrong number (instead of dialing 1-800-304-7000, you dial 1-800-304-7090). You redial and reach the party you need.

1) What number did you dial to receive the telephone number of the WATS line?

2) Should you call and report the wrong number to the operator?

CASE III

You must contact clients at their place of employment.for your employer. You have a sheet of paper with the following information.

Mary Smith - Chicago - 372-5521
Karen Jones - Huntington - 696-3170
Mike Gucch - Joplin, Mo.
Sam Jones - Collect - Kansas City - 364-9721

1) What are the numbers you would dial to reach Mary Smith?

2) What are the numbers you would dial to reach Karen Jones?

3) What are the numbers you would dial to reach Mike Gucch?

4) If it is 9:00 a.m., what calls can you make immediately?

5) Which call must be placed through the operator?

STUDENT COMPETENCY SHEET

MODULE 02: Receptionist Duties

Competency Statement 06:	Keep records of long distance phone calls
Performance Objective:	Given a log book, telephone call forms, a list of calls that have been made, client and office account sheets, and a telephone bill, you will keep records of the long distance telephone calls. You must make all the entries in the log book and on the call forms with 100% accuracy, and must compute the bill correctly. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 02/06/01, "Recording Long Distance Telephone Calls," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain from your instructor a log book, blank telephone call forms, and a list of telephone calls that have been made. Fill out the log book, and transfer the information from the log book to the telephone call forms. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of Student Handout 02/06/02, "Compiling Long Distance Phone Calls," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain from your instructor a completed log book, a telephone bill, and client and office account sheets. Compute the cost of each call, and record it in the log book and on the appropriate account sheet. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a log book, telephone call forms, a list of calls that have been made, client and office account sheets, and a telephone bill, you will keep records of long distance telephone calls. You must make all the entries in the log book and on the call forms with 100% accuracy, and must compute the bill correctly. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Recorded calls in log book with 100% accuracy.	________	________
2. Recorded calls on telephone call forms with 100% accuracy.	________	________
3. Computed cost of each call with 100% accuracy.	________	________
4. Recorded cost of each call with 100% accuracy on client and office account sheets.	________	________

STUDENT HANDOUT 02/06/01
RECORDING LONG DISTANCE TELEPHONE CALLS

You will keep a log book of long distance telephone calls in order to check the telephone bill for accuracy and to charge the correct client and office accounts for the calls. Your log book may be a large spiral or looseleaf notebook, and the pages should have columns for the following entries:

1. Date of call
2. Time of call
3. Type of call (i.e. person-to-person, direct dialed, etc.)
4. City and State called
5. Number called
6. Account chargeable (i.e. client acct #999, general office account, etc.)
7. Name of person placing call
8. Cost of call

Each call should be recorded in the log book at the time it is made. After recording the call in the log book, you should fill out a telephone call form. The call form is used as a reference and accounting source, and should contain the following information.

1. Date and time of call
2. City and State called
3. Number called
4. Name of person called
5. Account chargeable
6. Name of person placing call
7. Caller's initials
8. Purpose of call

The secretary should fill in the date and time of call, the place called, and number called, the name of the caller, and the account chargeable. The secretary then should have the caller fill in the name of the person called, and the purpose of the call, and have the caller initial the form. The secretary should retrieve the form from the caller and attach it to the appropriate office or client file.

If your employer places a call without your assistance, you must have him or her fill out a telephone call form and transfer the information on the form to your log book. It must be stressed that all long distance calls made must be recorded in the log book, as this is your only accounting source.

Practice Exercises:

1. Name the eight entries that should be made in the log book.
2. Name the five entries that the secretary should make on the telephone call form.
3. Name the three entries that the caller should make on the telephone call form.
4. Name four steps that a secretary should follow in recording telephone calls.

STUDENT HANDOUT 02/06/02
COMPILING LONG DISTANCE PHONE CALLS

When you receive a telephone bill, you must be able to determine the amount and the account chargeable for each call. Complete the following steps to determine which account and how much to charge.

1. First check the entire phone bill against the record in your log book. If a call is on the telephone bill that is not in your log book, call the customer service department of your phone company. The customer service representative can help you determine who was called, and then you can consult your employer to determine what account is chargeable.

2. To compute the total cost of each call, you must add the amount of tax on each call to the cost of the call. For instance, if the tax rate is 4% and the cost of the call is \$3.75, the total cost of the call would be \$3.94. Computations were done as follows:

   cost of call x the rate = tax on call
   \$3.75 x .04 = \$.19
   cost of call + tax on call = total cost of call
   \$3.75 + \$.19 = \$3.94

3. Record the total cost of the call in the log book. When the total cost of all the calls in the log book is added, it should equal the total cost of long distance service (i.e. the cost of long distance service + tax on long distance service). If the figures do not balance, check the record in the log book for errors.

4. When you have accurately recorded the cost of the calls in the log book, transfer the figures to the appropriate client or office account sheet. The account chargeable should be listed in the log book, and you should copy the total cost of the call onto the correct account sheet.

Practice Exercises:

Compute the total cost of each of the following calls. If you have any trouble, your instructor will assist you. Round your answers to the nearest cent.

1. The tax rate is 5%. The cost of the call is \$2.80.
2. The tax rate is 4%. The cost of the call is \$1.25.
3. The tax rate is 6%. The cost of the call is \$2.36.
4. The tax rate is 4%. The cost of the call is \$12.43.
5. The tax rate is 5%. The cost of the call is \$.78.

STUDENT HANDOUT 02/06/02 - Page 2

Criterion Evaluation:

On the following pages, the supplies you will need for keeping records of long distance telephone calls are given. Record each of the calls and compute its cost.

Criterion Evaluation -- page 2

Log Book of Calls

RECORD OF TELEPHONE CALLS

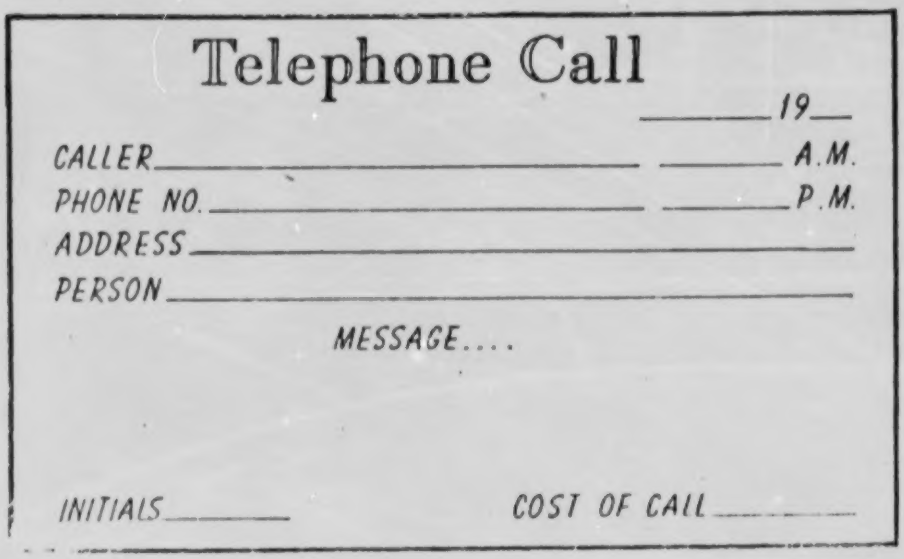
Month of ________________ 19___

DATE	TELEPHONE NO.	NAME AND ADDRESS	TIME	CHARGE	

** Used with the permission of the Kentucky Board of Education

Telephone Call Forms

1.



Telephone Call

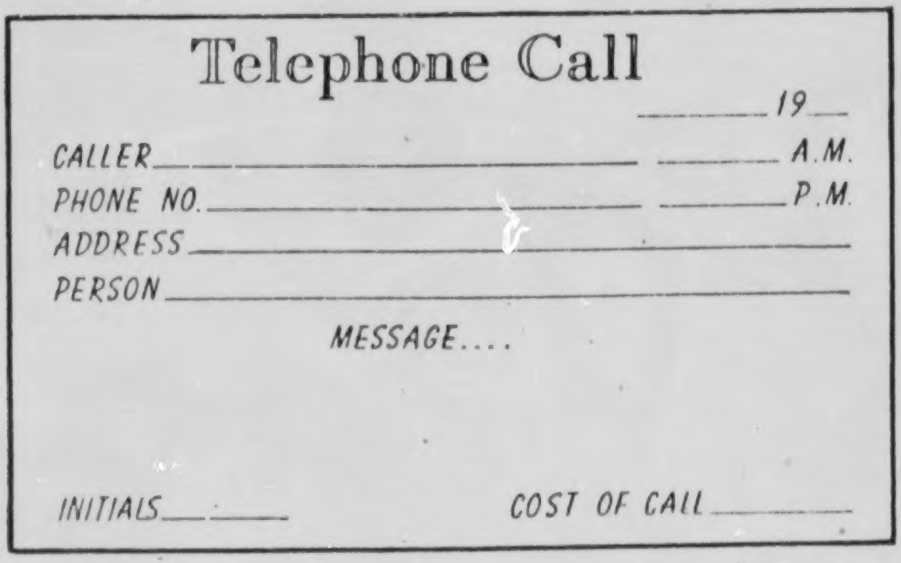
_______ 19___

CALLER ______________________ _______ A.M.
PHONE NO. ______________________ _______ P.M.
ADDRESS ______________________________
PERSON ______________________________

MESSAGE....

INITIALS _______ COST OF CALL _______

2.



Telephone Call

_______ 19___

CALLER ______________________ _______ A.M.
PHONE NO. ______________________ _______ P.M.
ADDRESS ______________________________
PERSON ______________________________

MESSAGE....

INITIALS _______ COST OF CALL _______

** Used with the permission of the Kentucky Board of Education

3.

Telephone Call

_______ 19__

CALLER _______________ _______ A.M.

PHONE NO. _______________ _______ P.M.

ADDRESS _______________

PERSON _______________

MESSAGE....

INITIALS _______ COST OF CALL _______

4.

Telephone Call

_______ 19__

CALLER _______________ _______ A.M.

PHONE NO. _______________ _______ P.M.

ADDRESS _______________

PERSON _______________

MESSAGE....

INITIALS _______ COST OF CALL _______

** Used with the permission of the Kentucky Board of Education

5.

Telephone Call

______ 19__

CALLER ______________ ______ A.M.

PHONE NO. ______________ ______ P.M.

ADDRESS ______________

PERSON ______________

MESSAGE....

INITIALS ______ COST OF CALL ______

6.

Telephone Call

______ 19__

CALLER ______________ ______ A.M.

PHONE NO. ______________ ______ P.M.

ADDRESS ______________

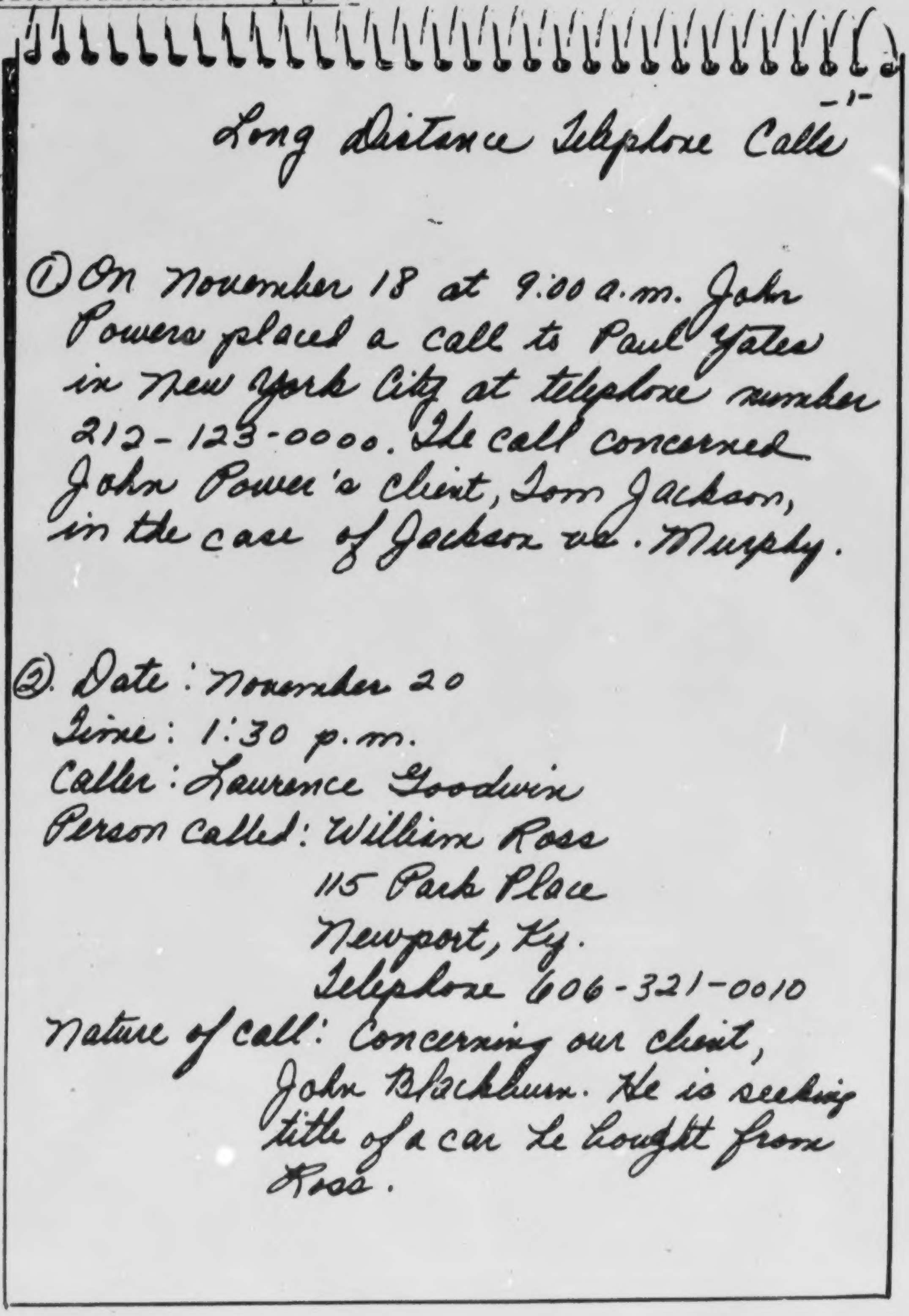
PERSON ______________

MESSAGE....

INITIALS ______ COST OF CALL ______

** Used with the permission of the Kentucky Board of Education

Criterion Evaluation -- page 6



-1-

Long Distance Telephone Calls

① On November 18 at 9:00 a.m. John Powers placed a call to Paul Yates in New York City at telephone number 212-123-0000. The call concerned John Power's client, Tom Jackson, in the case of Jackson vs. Murphy.

②. Date: November 20
Time: 1:30 p.m.
Caller: Laurence Goodwin
Person Called: William Ross
115 Park Place
Newport, Ky.
Telephone 606-321-0010
Nature of call: Concerning our client, John Blackburn. He is seeking title of a car he bought from Ross.

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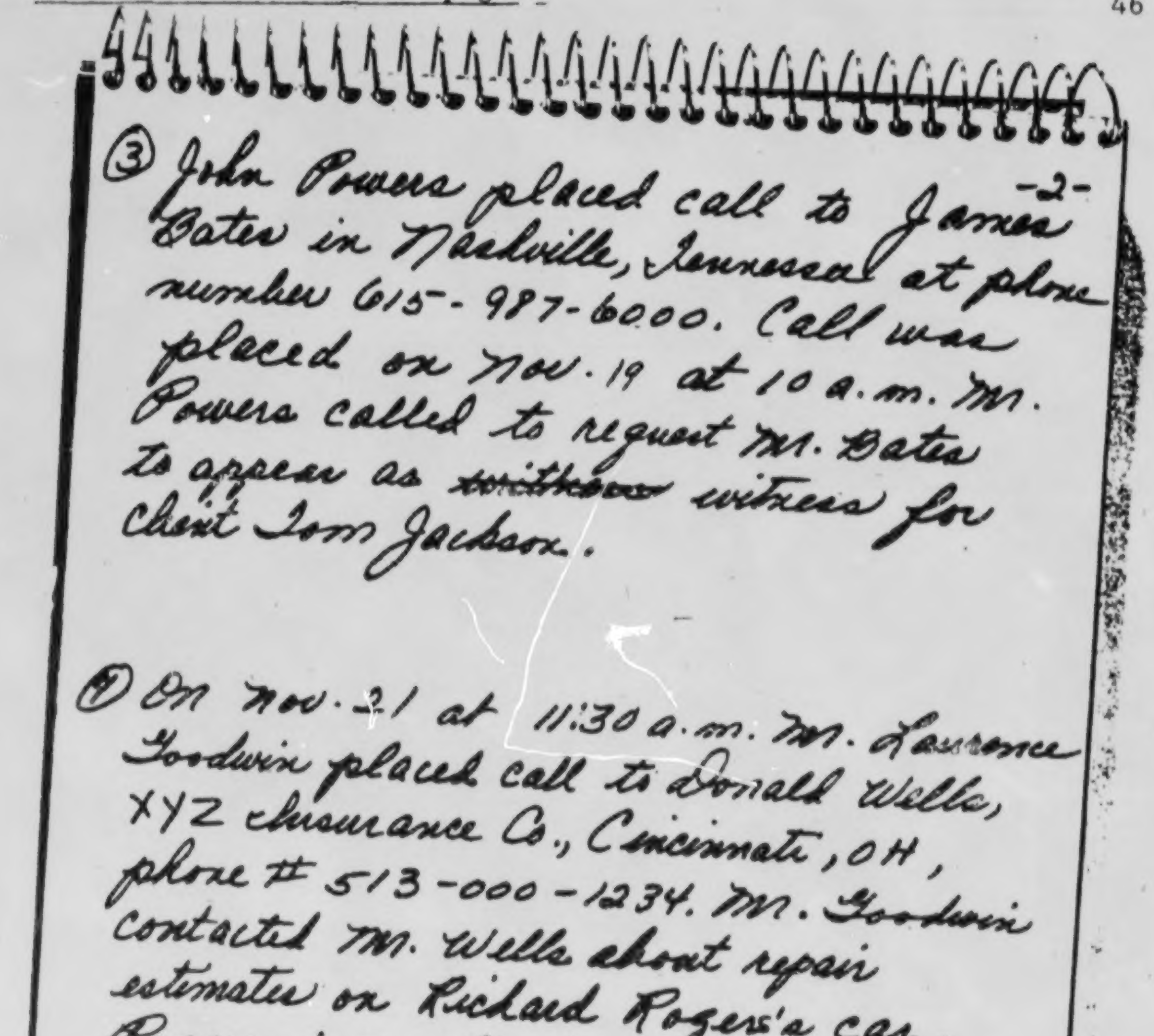

-2-

③ John Powers placed call to James Bates in Nashville, Tennessee at phone number 615-987-6000. Call was placed on Nov. 19 at 10 a.m. Mr. Powers called to request Mr. Bates to appear as ~~withness~~ witness for client Tom Jackson.

④ On Nov. 21 at 11:30 a.m. Mr. Laurence Goodwin placed call to Donald Wells, XYZ Insurance Co., Cincinnati, OH, phone # 513-000-1234. Mr. Goodwin contacted Mr. Wells about repair estimates on Richard Rogers's car. Rogers is Mr. Goodwin's client in the case of Rogers vs. Harding.

⑤ Date: Nov. 22 Time: 3:30 p.m.
Caller: Laurence Goodwin
Person called: Department of Vital Statistics
Address: Louisville, KY
Phone no: 502-000-4567
In Re: Mr. Goodwin requested copy

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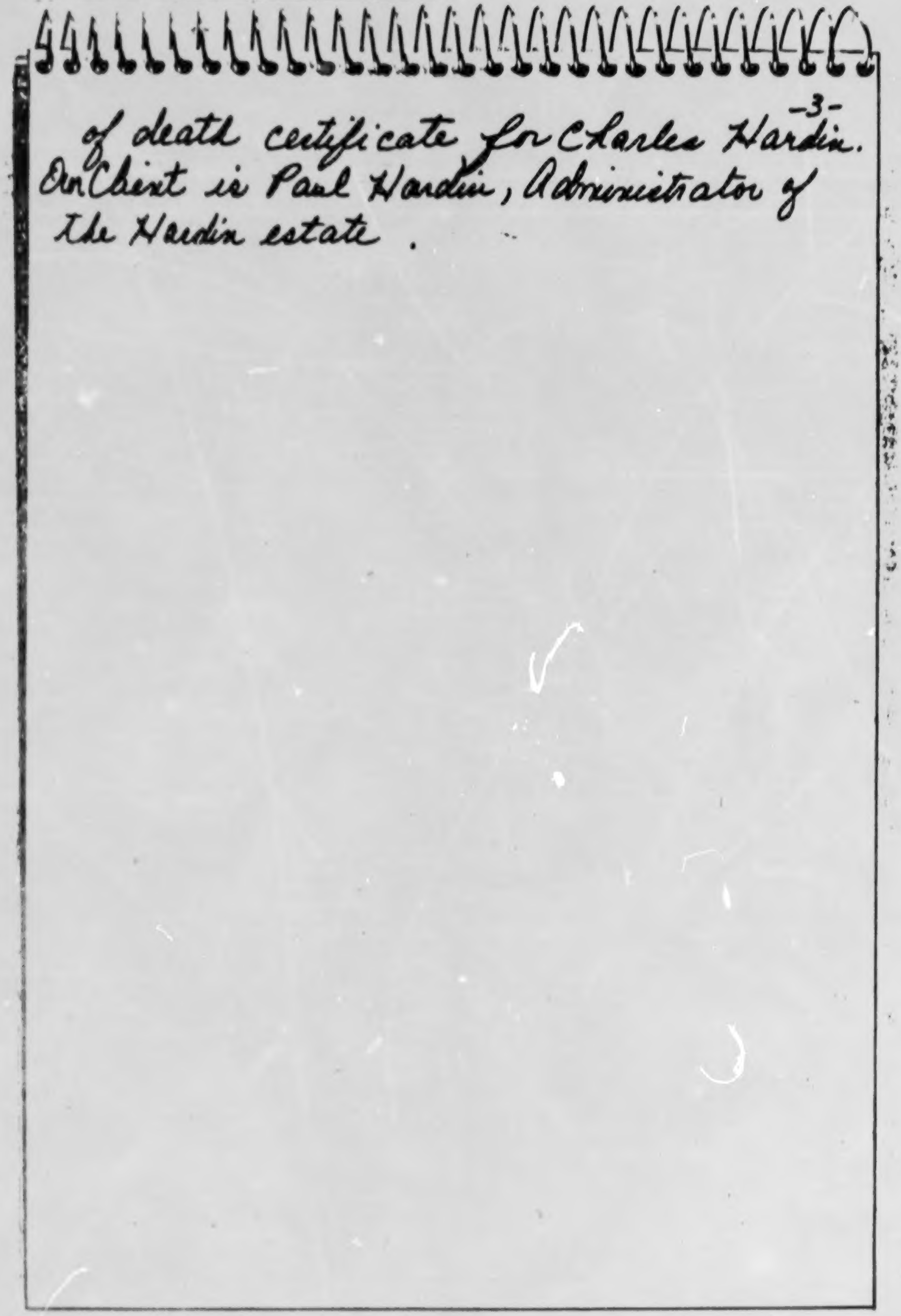

-3-

of death certificate for Charles Hardin. Our Client is Paul Hardin, Administrator of the Hardin estate.

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45-721 20/20 BUFF

TOM JACKSON
#263.2

DATE		SERVICE	1 TIME CHARGES OR FEE	2 DISBURSE-MENTS	3 MISCELL-ANEOUS CHARGES	4	5 PAYMENTS
11	15	JOHN POWERS - 4 HRS @ $45/hr.	180 —				
11	15	TELEGRAM TO JACKSON		3 50			
11	17	JOHN POWERS 1½ HRS @ $45/hr.	67 50				

ROGERS, RICHARD
1532

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS
11 15	Laurence Goodwin 2 hrs @ $50/hr.	100 —				
11 15	Court costs		55 —			
11 17	Laurence Goodwin 1½ hrs @ $50/hr.	75 —				
11 17	Messenger			8 —		

BLACKBURN, JOHN
1149

DATE		SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS
11	02	LAURENCE GOODWIN 2 HRS @ $50/hr	100 —				
11	14	LAURENCE GOODWIN 1½ HRS @ $50/hr	75 —				
11	14	MACHINE COPIES		1 40			

PAUL HARDIN
1749

. 51

DATE		SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS
11	22	LAURENCE GOODWIN 2HRS @$50/HR	100 —				

GRAHAM ALEXANDER
TELEPHONE SYSTEM

Monthly Statement for month ending November 30

Local service	$14.95
Tax on local service	$ .58
Long distance service	$49.70
Tax on long distance service	$ 1.98
TOTAL	$64.21

See attached pages for itemization of long distance

---

monthly statement -- page 2

DATE	CITY & STATE	CHARGE
11-18	New York, New York	$11.53
11-19	Nashville, Tennessee	$ 8.26
11-20	Newport Kentucky	$14.72
11-21	Cincinnati, Ohio	$ 9.57
11-22	Louisville, Kentucky	$ 5.62
TOTAL FOR LONG DISTANCE SERVICE		$49.70

STUDENT COMPETENCY SHEET

MODULE 02: Receptionist Duties

Competency Statement 07: Contact informational sources

Performance Objective: Given a list of situations that require assistance from outside the law office and a list of sources of information, you will match the situation to the proper source of information with 100% accuracy, without using references.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If not, go on to Learning Activity #2.

2. Attend a lecture by your instructor on "Seeking Information Outside the Office." Take notes on the agencies that are frequently called upon for information. During a class discussion following the lecture, write down as many examples as possible which describe why you would contact each agency. Make sure you have notes on the following: bail bonding agencies, libraries; CPA's; County Clerk's office; banks, stockbrokers, insurance agencies, newspapers, Internal Revenue Service, Dept. of Vital Statistics, Health Department, post office. Go on to Learning Activity #3.

3. Get a copy of the most recent telephone directory and compile an alphabetical list of agencies most frequently called and write down the telephone number (s) of each. Check your list with at least two other students to insure that it is complete. This list will be valuable to you, once you are employed. When you feel you know the value of each outside agency, see your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

You will be given a list of 15 situations where you need to contact an agency outside of the office and a list of agencies. You must match the agency and the situation with 100% accuracy without using references.

STUDENT COMPETENCY SHEET

MODULE 02: Receptionist Duties

Competency Statement 08: Become and act as a notary public

Performance Objective: Given applications for statewide and county notary public commissions, you will complete the forms, and list the steps necessary for becoming a notary public. Given the necessary materials, you will notarize a document. You may not use references, and you must complete all tasks with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 02/08/01, "Becoming a Notary Public," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain a copy of Student Handout 02/08/02, "Notarizing a Document," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain from your instructor a document to be notarized and other necessary materials for notarizing it. Notarize the document following the correct procedures. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given applications for statewide and county notary public commissions, you will complete the forms, and list the steps necessary for becoming a notary public. Given the necessary materials, you will notarize a document. You may not use references, and you must complete all tasks with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Completed application for statewide notary public commission correctly.	________	________
2. Listed all steps necessary in applying for statewide notary public commission.	________	________
3. Completed application for county notary public commission correctly.	________	________
4. Listed all steps necessary for applying for county notary public commission.	________	________
5. Notarized document correctly.	________	________

STUDENT HANDOUT 02/08/01
BECOMING A NOTARY PUBLIC

Because many legal documents must be notarized, it is convenient if the legal secretary is a notary public. There are two types of notary commissions: county and statewide. Although it is more expensive to obtain a statewide commission, you may notarize documents in any area of the state when you have it. A county notary public's commission only allows you to notarize documents in the county in which you are commissioned. You cannot obtain both commissions--you must choose the commission which best suits your needs. In most cases, this will be the county notary public's commission, but you might discuss the situation with your employer before applying.

Obtaining a County Notary Public's Commission

All diagram references are to the sample application shown after this section.

1. Obtain the application form from the Secretary of State's Office, or from the county clerk of your home county.

2. Fill out the blanks in the first four lines of the application (part A of the diagram) and sign the application (part B of the diagram).

3. Have three of the following elected officials from your home county sign the form in the appropriate blanks (part C of the diagram): Judge of the Circuit or Criminal Court, Sheriff, Clerk of the Circuit Court, Prosecuting Attorney, Assessor. Their signatures can be obtained by taking the form to the Court House.

4. Have the county clerk fill out the "Certificate" part of the form (part D of the diagram). His or her signature can be obtained by taking the form to the Court House.

5. Mail or take the application form, along with a check for $5.00 to the Secretary of State's office.

6. The Secretary of State's office will fill out the appropriate parts of the form (part E of the diagram) and mail it back to you. When you receive the materials in the mail, take them all with you to the County Clerk's office. There you must post a $500.00 property bond. If you do not own property, the person who is going to post the bond for you must accompany you. If you are the joint owner of property with your spouse, your spouse must accompany you. You must then pay a $3.50 registration fee, and the county clerk will register your commission.

E.

APPLICATION FOR

NOTARY'S COMMISSION

Name ______________________

P. O. ______________________

County ______________________

Executive Department of West Virginia

Charleston, W. Va., __________ *19* ____

Let a Commission issue

By order of the Governor

__________ __________

Private Secretary.

FEE FOR COMMISSION $5.00

Date ______________________

__________ *19* ____ *Fee received. Commission issued, and entered in the Executive Journal in the office of the Secretary of State.*

Page __________

By ______________________ *$5.00*

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NOTARY PUBLIC

APPLICATION AND CERTIFICATE OF ELIGIBILITY

The laws of West Virginia provide that any individual who has attained the age of eighteen years and who is a citizen entitled to vote, may be appointed and commissioned as a Notary Public in West Virginia, provided that such individual obtains from the County Court of his county a certificate showing him to be a person competent to perform the duties of such office, of good moral character and a resident from the county in which the appointment is made. (Ops. Atty. Gen., July 31, 1973.)

Each application and certificate must be accompanied by the prescribed legal fees amounting to five dollars ($5.00).

Drafts or checks should be made payable to A. James Manchin, Secretary of State.

At least three of the officers immediately hereinafter named shall sign the recommendation: Judge of the Circuit or Criminal Court, Sheriff, Clerk of the Circuit Court, Prosecuting Attorney, Assessor.

A. James Manchin, *Secretary of State*
Charleston, West Virginia

APPLICATION TO COUNTY COURT

(Write plainly to avoid mistakes; use typewriter if possible)

A. *Name of Applicant* ______________________________
(INSERT NAME AS YOU WISH COMMISSION ISSUED)

Street address ____________________ *City* ____________________

County ____________________ *My age is* ____________________

I am a resident of ____________________ *County, West Virginia, and am entitled to vote in said county.*

Signature of Applicant

B. ______________________________

The above information is correct to the best of our knowledge, and we respectfully recommend the appointment of the above named applicant to the office of Notary Public.

C. ______________________________

____

____

CERTIFICATE

D. STATE OF WEST VIRGINIA, *county of* ____________________ [illegible]

At a meeting of the County Court of said County, held on the ____________________ *day of* ____________________, 19____, *the following was ordered certified to the Governor of West Virginia:*

Upon the application of ____________________ *for appointment as notary public in and for the County of* ____________________ [illegible] *satisfaction of this Court that said applicant is a resident of the County* [illegible] *that he is competent to perform the duties of such office* [illegible] *character.*

[illegible] ____________________ [illegible] ____________________

____

(SEAL) [illegible] ____________________

Obtaining a Statewide Notary Public's Commission

1. Obtain the application form from the Secretary of State's office, or from the county clerk of your home county.

2. Fill out the blanks in the first 4 lines of the application (part A of the diagram) and sign the application (part B of the diagram).

3. Have three of the following elected officials from your home county sign the form in the appropriate blanks (part C of the diagram): Judge of the Circuit or Criminal Court, Sheriff, Clerk of the Circuit Court, Prosecuting Attorney, Assessor. Their signatures can be obtained by taking the form to the Court House.

4. Have the county clerk fill out the "Certificate" part of the form (part D of the diagram). His or her signature may be obtained by taking the form to the Court House.

5. Obtain a surety company bond in penalty of five hundred dollars. You can find a bonding agency in the Yellow Pages of the telephone book under "Bonds - Surety and Fidelity." You must also get the power of attorney of the agent of the bonding company.

6. Take or mail the completed application, the surety company bond, and a check for $40,00 to the Secretary of State's office. The Secretary of State will then process the forms and fill in the appropriate blanks (part E of the diagram), and mail you the materials you need. He will register your commission.

E.

STATEWIDE
APPLICATION FOR
NOTARY'S COMMISSION

Name ______________________

P. O. ______________________

County ______________________

Executive Department of West Virginia

Charleston, W. Va., ____________ *19* ____

Let a Commission issue

By order of the Governor

______________ ______________
Private Secretary.

FEE FOR COMMISSION $40.00

Date ______________________

______________ *19* ____ *Fee received, Commission issued, and entered in the Executive Journal in the office of the Secretary of State.*

Page ____________

By ______________________ *$40.00*

STATEWIDE

NOTARY PUBLIC

APPLICATION AND CERTIFICATE OF ELIGIBILITY

The laws of West Virginia provide that any individual who has attained the age of eighteen years and who is a citizen entitled to vote, may be appointed and commissioned as a Notary Public in West Virginia, provided that such individual obtains from the County Court of his county a certificate showing him to be a person competent to perform the duties of such office, of good moral character and a resident from the county in which the appointment is made. (Ops. Atty. Gen., July 31, 1973.)

Each application and certificate must be accompanied by the prescribed legal fees amounting to $40.00 and a surety company bond in the penalty of five hundred dollars. A power of attorney of the agent of the bonding company must also accompany application.

Drafts or checks should be made payable to A. JAMES MANCHIN, Secretary of State.

At least three of the officers immediately hereinafter named shall sign the recommendation: Judge of the Circuit or Criminal Court, Sheriff, Clerk of the Circuit Court, Prosecuting Attorney, Assessor.

A. JAMES MANCHIN, *Secretary of State*
Charleston, West Virginia

APPLICATION TO COUNTY COURT

(Write plainly to avoid mistakes; use typewriter if possible)

A. *Name of Applicant* ______________________________
(INSERT NAME AS YOU WISH COMMISSION ISSUED)

Street address ____________________ *City* ____________________

County ____________________ *My age is* ____________________

I am a resident of ____________________ *County, West Virginia, and am entitled to vote in said county.*

Signature of Applicant

B. ______________________________

The above information is correct to the best of our knowledge, and we, respectfully recommend the appointment of the above named applicant to the office of Notary Public.

C. ______________________________

____

____

CERTIFICATE

D. STATE OF WEST VIRGINIA, *county of* ____________________ *to-wit:*

At a meeting of the County Court of said County, held on the ____________ *day of* ____________________, 19______, *the following was ordered certified to the Governor of West Virginia:*

"Upon the application of ______________________________ *for appointment as notary public in and for the State of West Virginia, it was shown to the satisfaction of this court that said applicant is a resident of said County, that he (she) is competent to perform the duties of such office, and that he (she) is a person of good moral character."*

Given under my hand and official seal this __________ *day of* ____________________, 19______

____

(SEAL) *Clerk of the County Court of* ____________________ *County*

Practice Exercises:

1. Place a check mark beside the names of the officials who take a part in the processing of an application for a notary public's commission:

   ______Attorney General

   ______County Clerk

   ______Sheriff

   ______Chief Justice of the State Supreme Court

   ______Secretary of State

   ______Governor

   ______Assessor

2. What are the two types of notary public commission? Can you obtain both? What are the differences between them?

3. Where do you receive the applications for the commission?

4. Who registers the county notary public's commission? Who registers the statewide commission?

5. What is the fee for a statewide commission? For a countywide commission?

6. Which commission requires a property bond? Which commission requires a surety company bond? What are the amounts of the bonds?

STUDENT HANDOUT 02/08/02
NOTARIZING A DOCUMENT

Rules to remember:

1. You may only act as a notary public in the counties in which you are commissioned.

2. Your official signature must include the date of the expiration of your commission.

3. Your seal should have your name, the words "Notary Public" and the name of the state and county where you are authorized to act. Any device which causes an impression on paper is adequate to use as a seal, and a seal can be obtained at almost any office equipment or supply store.

4. You should affix your seal to any documents intended for recordation or other use outside the territorial confines of West Virginia. You generally do not need to use the seal on documents which are to be recorded in West Virginia.

Powers of the notary public.
The notary public may:

1. Administer oaths and take depositions (W.Va. Code. 29-4-3;57-5-9).

2. Take acknowledgments of deeds and other writings. (W.Va. Code 29-4-4).

3. Act as a conservator of the peace. (W.Va. Code 29-4-4).

4. Demand acceptance and payment of foreign and inland bills of exchange, including checks; demand acceptance and payment of negotiable promissory notes and protest non-payment of the same; and perform other duties that the law of nations or commercial usage may specify. (W.Va. Code 29-4-6).

5. Take acknowledgments, administer oaths or protest non-payment or nonacceptance of bills of exchange, drafts, checks, notes and other negotiable instruments of any banking institution or corporation of which he or she is a stockholder, director, officer or employee unless he or she is a party to the instrument. (W.Va. Code 29-4-7).

A notary public may not:

1. Take an affidavit relating to a matter in which he or she has a personal interest.

2. Take an acknowledgment of any writing to which he or she is a party.

3. Take a deposition incident to a legal action if he or she is a relative or employee of the attorney or counsel to any party in the legal action or if he or she has a financial interest in the matter in dispute.

STUDENT HANDOUT 02/08/02 - Page 2

Forms for notarization:

1. Oath-Affidavit:

   A. The forms of various oaths to be taken by election officials and public officers may be found in the West Virginia Code (Michie, 1961, as amended).

   B. A proper oath for general purposes may be had by getting an affirmative response to the following question: "Do you ____________________ solemnly swear that this ______ ____________________ true and correct to the best of your knowledge and belief?" The first blank should be filled in by the name of the person taking the oath, and the second blank should be filled by one of the following: this writing which you have signed; the evidence you are about to give will be; the statement which you have made is; the statement which you are about to make will be. If someone shall object to making an oath because of religious belief or other reason, he makes an "affirmation" rather than an oath. In this case, you would substitute the words "solemnly affirm" for the words "solemnly swear" in the above statement. (W.Va. Code 2-2-7).

   C. When you take an oath or affirmation incident to a written statement, that statement is an affidavit. A proper form for such a statement or affidavit is given below:

I. STATE OF WEST VIRGINIA

COUNTY OF A. , to wit:

B. , being first duly sworn

says that:

(statement goes here)

C. ______________________________
(Signature of Affiant)

Continued on Page 3

II. Taken, subscribed, and sworn to before the undersigned authority by D.________________, in the county aforesaid this E._____ day of F.________, 19 G..

My commission expires H.____________.

I.____________________
Notary Public

The county in which you are authorized to act should be typed in blank A. Put the name of the person taking the oath or affirmation in blanks B and D and have him or her sign in blank C. Put the current day in blank E, the month in blank F and the year in blank 6. Put the date your commission expires in blank H and sign the form in blank I.

Part I of the form goes at the beginning of the statement being sworn to, and Part II goes at the end of the statement.

2. Acknowledgments:

   A. You must require the person acknowledging the writing to personally appear before you in the county in which you are authorized to act. He or she must declare that the writing or signature is his or her act or deed, or the act or deed of the interest in whose behalf he is acting.

   B. After the person has acknowledged his or her writing, you should append to the writing the appropriate form from the ones listed below:

STUDENT HANDOUT 02/08/02 - Page 4

(i) General Form

STATE OF WEST VIRGINIA

COUNTY OF ____________________, to wit:

I, ______________________________, a Notary Public of said
(Name of Notary)

County, do hereby certify that ______________________________,
(Name of Person Acknowledging)

whose name (or names) is (or are) signed to the writing above (or hereto annexed), bearing date the __________ day of ____________ 19 ______, has (or have) this day acknowledged the same before me in my said County.

Given under my hand (and official seal) this ______ day of ____________ 19 ______.

My commission expires ________________.
(Expiration Date)

____
Notary Public

STUDENT HANDOUT 02/08/02 - Page 5

(ii) Form for Corporation

STATE OF WEST VIRGINIA

COUNTY OF ____________________, to wit:

I, ______________________________, a Notary Public of said
(Name of Notary)

County, do hereby certify that ______________________________
(Name of Corporate Officer Who Signed)

who signed the writing above (or hereto annexed), bearing date the ________ day of ____________ 19 ______, for ____________________
Name of Corporation

__________ has this day in my said County, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this ______ day of _____________, 19 ______.

My commission expires ____________________.
(Date of Expiration)

____
Notary Public

(iii)

(a) If husband and wife acknowledge at the same time:

STATE OF WEST VIRGINIA

COUNTY OF ____________________, to wit:

I, ______________________________, a Notary Public of the
(Name of Notary)

said County of ____________________, do certify that __________ ____________________ and ______________________________, his wife, whose names are signed to the writing above (or hereto annexed), bearing date the ______ day of __________, 19 ____ have this day acknowledged the same before me in my said county.

Given under my hand this ______ day of ____________, 19 __.

My commission expires ____________________.
(Date of Expiration)

____
Notary Public

(iii)

(b) If the husband or wife acknowledge the writing separately from the other:

I, ______________________________, a Notary Public of the said County of ____________________, do certify that __________ ____________________________, the wife of ________________________ (or husband, as the case may be), whose name is signed to the writing above (or hereto annexed), bearing date the ______ day of __________, 19 ____, has this day acknowledged the same before me in my said county.

Given under my hand this ______ day of __________, 19 ____.

My commission expires ____________________.
(Date of Expiration)

____
Notary Public

(iv) Other Forms. - Forms for certifying the acknowledgment of attorneys-in-fact and others infrequently required are set out in West Virginia Code, Chapter 39.

Practice Exercises:

A. State whether the following are true or false.

______1. A notary may take an acknowledgment of writing to which he or she is a party.

______2. You must affix your seal to all documents.

______3. A notary may not take a deposition incident to a legal action if he or she is employed by the counsel to any party in the action.

______4. Your official signature must include the date of expiration of your commission.

______5. You may act as a notary in any county.

B. Janet Snell acknowledges her signature on a document on June 19, 1978. Type the form you would append to the document and sign it. Your commission expires July 1, 1988.

C. Tammy and Bert Jones, husband and wife acknowledge their signatures on a document at the same time on January 11, 1978. Type the form you would append to the document and sign it. Your commission expires July 1, 1988.

D. Ron Rose has taken an oath that a statement is true and correct to the best of his knowledge. Type the affidavit, leaving a space and marking a large X where the statement would be. Sign the affidavit and date it with the current date. Mark an X where Mr. Rose should sign it. Your commission expires July 1, 1988.

Criterion Evaluation

Fill out the application for a countywide notary public's commission. On a separate piece of paper, list the steps you would follow to obtain the countywide public's commission. Then, fill out the application for a statewide notary public's commission. On a separate sheet of paper list the steps you would follow to obtain the statewide commission. When you have finished the applications, type the correct form for an acknowledgment made by Joseph Flowers, President of Ann Mills, Inc. and notarize it. The form will be appended to a corporation document which is dated June 1, 1978. Today's date is June 2, 1978. Your commission expires January 1, 1988.

STUDENT COMPETENCY SHEET

MODULE 03: Clerical Duties

Competency Statement 01:	Make arrangements for employer's trips
Performance Objective:	Given the necessary information, you will make travel arrangements for your employer and prepare an itinerary. You must make both transportation and lodging reservations. You may use the Hotel and Motel Red Book as a reference. You must receive a satisfactory rating on all the items on the checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete it, go on to Learning Activity #2.

2. Get a copy of the 8th edition of Secretarial Office Procedures. Read pages 475-485 and make notes on your reading. Answer the following questions, and check your answers with your instructor. When you have completed this, go on to Learning Activity #3.

   A. Will a travel agency charge you for making your transportation arrangements?

   B. What are the classes of service in airline transportation?

   C. What are shuttle flights? Do you need reservations for a shuttle flight?

   D. What are the classes of service in railroad transportation?

   E. Do all rail companies use the same timetables?

   F. What are three advantages of bus travel?

   G. What is the scheduling advantage of automobile travel?

   H. What are the three things a person must obtain before traveling to a foreign country?

   I. Explain the time changes in traveling cross-country or to a foreign country.

Learning Activities Continued:

3. Read pages 488-500 in Secretarial Office Practice. Make careful notes on your reading. Answer the following questions and check your answers with your instructor. When you have completed this, go on to Learning Activity #4.

   A. Name the five items that ought to be included in an itinerary.

   B. Name two guides that can be used when choosing a hotel or motel.

   C. Name the seven items that your request for a hotel or motel should include.

   D. Name four types of travel funds besides cash.

   E. Can you purchase traveler's checks for your employer?

4. Practice making travel arrangements by choosing a city that you would like to visit, calling airlines or travel agencies to find the most convenient flights at the least expense, and consulting the Hotel and Motel Red Book to find appropriate lodging. Type an itinerary for yourself, and check with your instructor to be sure you have included all the necessary information. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain information from your instructor concerning your employer's needs for travel arrangements and flight times. Using this and a copy of the Hotel and Motel Red Book, make appropriate flight and loding reservations, and type an itinerary. Check with your instructor to make sure you have all the necessary information on the itinerary. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Criterion Evaluation:

Given a copy of the Hotel and Motel Red Book, a list of flight times, a list of your employer's appointments, and a list of your employer's preferences, you will: 1) make travel arrangements for your employer, 2) make lodging reservations, and 3) prepare an itinerary for your employer's trip. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Chose appropriate flight times.	________	________
2. Chose appropriate hotel or motel.	________	________
3. Included all necessary items on itinerary.	________	________
4. Typed itinerary with at least 90% typographical accuracy.	________	________

Criterion Evaluation:

Using the information given below, make the necessary arrangements and prepare an itinerary for your employer's trip to Chicago.

Flight Information

Charleston, WV (CRW) to Chicago O'Hare Airport (ORD)

- Leave CRW 10:39 am Arrive ORD 11:29 am one stop Piedmont
- Leave CRW 11:45 am Arrive ORD 12:13 pm non-stop American
- Leave CRW 11:35 am Arrive Greater Pittsburgh Airport (PIT) 12:15 pm Leave Pittsburgh 2:40 pm Arrive ORD 3:05 pm (No Saturday Service) United
- Leave CRW 3:30 pm Arrive PIT 4:10 pm Leave Pittsburgh 4:50 Arrive ORD 5:15 pm United Changing to TWA
- Leave CRW 7:15 pm Arrive ORD 9:15 pm two stops (No Saturday Service) Piedmont
- Leave CRW 8:20 pm Arrive PIT 9:04 pm Leave Pittsburgh 10:05 pm Arrive ORD 10:33 pm (No Saturday Service) United

Chicago O'Hare Airport (ORD) to Charleston, WV (CRW)

- Leave ORD 7:00 am Arrive PIT 9:18 am Leave Pittsburgh 10:10 am Arrive CRW 10:52 am TWA Changing to United
- Leave ORD 8:45 am Arrive PIT 11:03 am Leave Pittsburgh 1:30 pm Arrive CRW 2:10 pm TWA Changing to Allegheny
- Leave ORD 1:25 pm Arrive CRW 4:14 pm one stop Piedmont
- Leave ORD 2:59 pm Arrive CRW 5:17 pm non-stop American
- Leave ORD 5:10 pm Arrive PIT 7:31 pm Leave Pittsburgh 8:40 pm Arrive CRW 9:20 pm United

Employer Preferences

Likes single room with queen sized bed
Flies first class
Does not like to fly on Allegheny or Piedmont

Employer's Appointments

Thursday	8:30 am	Meet with David Hudson in Charleston. (Meeting will last approximately 2 hrs.)
	2:00 pm	Meet with Gina Cannon in downtown Chicago. (*General Foods Case)
	8:30 pm	Meet with David Snell in Chicago. (*General Foods Case)
Friday	3:00 pm	Meet with John Thompson in Charleston.

Your employer's office is 15 minutes from the Charleston Airport. Downtown Chicago is 1 hour from O'Hare Airport. Remember to allow sufficient check-in and baggage pick-up time when making airline reservations.

STUDENT COMPETENCY SHEET

MODULE 03: Clerical Duties

Competency Statement 02: Process incoming mail

Performance Objective: Given a simulated selection of incoming mail, you will describe the steps you would take to process the mail for distribution. Your description must include stamping the mail with the date received, annotating, sorting, and distributing the mail to the appropriate individual. You will make note of which envelopes should be attached. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete it, go on to Learning Activity #2.

2. Get a copy of The Administrative Secretary. Read pages 512-517 and make notes on your reading. Answer the following questions and check your answers with your instructor. When you have completed this satisfactorily, go on to Learning Activity #3.

   A. Name the categories into which the secretary should sort the mail before opening it.

   B. Should a secretary open mail marked "personal" or "confidential" if it is not addressed to her?

   C. Name six reasons that a secretary might save envelopes.

   D. Should all incoming mail be dated?

   E. Name several things that a secretary should check for if the mail has enclosures.

   F. Describe one system by which a secretary can efficiently present the incoming mail to her employer.

3. Attend a lecture by your instructor on the processing of incoming mail. Take special note of the sections on the handling of envelopes, matters that a secretary can handle, and routing the mail. Ask your instructor about any points you are unsure about; then go on to Learning Activity #4.

Learning Activities Continued:

4. Obtain a sample of envelopes which represents incoming mail from your instructor. Open the mail and arrange for presentation to your employer. Remember to save envelopes, check enclosures, and make annotations as they are called for. Check with your instructor to make sure you have completed the activity satisfactorily. When you feel that you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

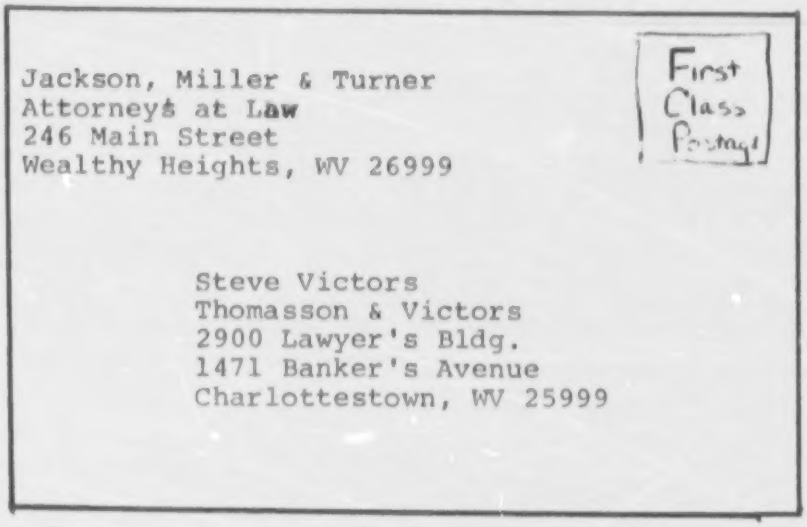
Given a simulated selection of incoming mail, you will describe in writing the steps you would take to process the mail for distribution. Your description must include stamping the mail with the date received, annotating, sorting, and distributing the mail. You must make note of which envelopes should be attached. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST.

	SATISFACTORY	UNSATISFACTORY
1. Sorted mail.	________	________
2. Processed mail.	________	________
3. Arranged mail for presentation.	________	________

Criterion Evaluation:

Imagine that you are the secretary to Mr. Steve Victors of Thomasson and Victors. Shown below is a simulated selection of his incoming mail and a decription of the contents of each letter or package. Describe the steps you would take to process mail in writing.

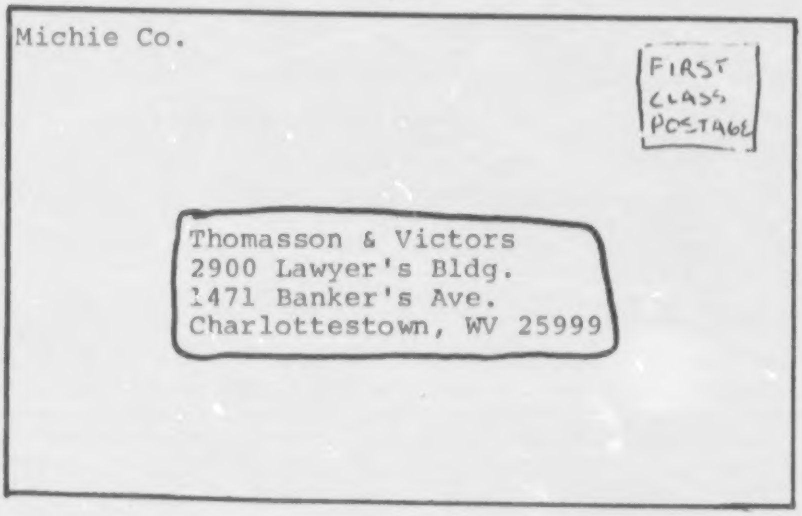


Jackson, Miller & Turner
Attorneys at Law
246 Main Street
Wealthy Heights, WV 26999

First
Class
Postage

Steve Victors
Thomasson & Victors
2900 Lawyer's Bldg.
1471 Banker's Avenue
Charlottestown, WV 25999

contains
interrogatories
on Susie Mundy
case



Michie Co.

FIRST
CLASS
POSTAGE

Thomasson & Victors
2900 Lawyer's Bldg.
1471 Banker's Ave.
Charlottestown, WV 25999

contains
bill for $25
for newest
supplement to
WVa code

Forest Furniture
468 Unpaved Road
Sprucetown, NC 27999

Third Class Permit

Steve Victors, ESQ
Thomasson & Victors
2900 Lawyer's Bldg.
1471 Banker's Ave.
Charlottestown, WV 25999

ad about office furniture sale

North Carolina Memorial Hospital
Patient Records Division
P.O. Box 5445
Chapel Hill, NC 27514

CERTIFIED MAIL

Steve Victors, ESQ
Thomasson & Victors
2900 Lawyer's Bldg.
1471 Banker's Ave.
Charlottestown, WV 25999

contains medical records for Joyce Nell Damron case

WV Power & Light Co.
P.O. Box 44444
Charlottestown, WV 25990

First Class Postage

Thomasson & Victors
2900 Lawyer's Bldg.
1471 Banker's Ave.
Charlottestown, WV 25999

electric bill

Bargain Book Buys
111 1/2 Basement Warehouse
Ripoff, NJ 08599

Third
Class
Permit

Steve Victors
Thomasson & Victors
2900 Lawyer's Bldg.
1471 Banker's Ave.
Charlottestown, WV 25999

For Only $19.95
SUCCESS Can Be Yours TODAY

book ad

The United
States
Bar
Association
Journal

[2nd class]

magazine

The Daily News

2nd class

newspaper

Rachel Grumppe
231 Yorkville Towers
Rodgersburg, WV 25997

1st
Class
Postage

Steve Victors, ESQ
Thomasson & Victors
2900 Lawyer's Bldg.
1471 Banker's Ave.
Charlottestown, WV 25999

client letter
containing check

L. Lostlove
1991 Memory Lane
Charlottestown, WV 25997

1st
class

PERSONAL

Stephen Victors
Thomasson & Victors
2900 Lawyer's Bldg.
1471 Banker's Ave.
Charlottestown, WV 25999

TO: Steve Victors
FROM: Mike Thomasson MT.
RE: Browning Case

interoffice
memo

STUDENT COMPETENCY SHEET

MODULE 03: Clerical Duties

Competency Statement 03: Forward mail

Performance Objective: Given mail and forwarding addresses, you will prepare mail for forwarding in accordance with U.S. Postal regulations and your employer's instructions. You may type your answers on the Student Answer Sheet. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you are able to complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete it, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 03/03/01, "When to Forward Mail," from your instructor. Read it carefully and complete the practice exercises at the end of the handout. Check your answers with your instructor. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain a copy of Student Handout 03/03/02, "How to Forward Mail," from your instructor. Read it carefully and complete the practice exercises at the end of the handout. Check your answers with your instructor. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a selection of mail, the forwarding addresses of your employer, and a list of your employer's instructions about which mail to forward, you will choose the pieces of mail to forward and prepare them according to U.S. Postal regulations. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Chose mail to be forwarded.	________	________
2. Addressed envelopes correctly.	________	________
3. Added postage when necessary.	________	________
4. Typed envelopes with 90% accuracy.	________	________

STUDENT HANDOUT 03/03/01
WHEN TO FORWARD MAIL

There are two cases when mail should be forwarded: when your employer is out of town for an extended period and mail arrives that needs your employer's attention; and when personal mail arrives for someone no longer employed by the firm.

In the first case, you should ascertain from your employer what mail or documents you should forward while he or she is away. Only those items which your employer designates, and urgent matters that no one else in the office can handle should be forwarded. When deciding whether to forward mail to your out-of-town employer, you must remember to allow sufficient time for the mail to reach your employer before he or she leaves the forwarding address.

In the second case, only the personal mail of ex-employees should be forwarded to them. Business mail should be routed to the person in the firm who is now taking care of those duties.

Practice Exercises:

Complete the following exercises. Your instructor will assist you if you have any questions.

1. Your employer is on an extended vacation and has requested that you forward all personal letters and all bills. Choose the items from the following list that you should forward.
    - letter from Mr. David Donogood
    - letter from the office of the Clerk of the 4th Circuit Court of Appeals
    - letter with no return address marked "Confidential"
    - catalogue from an office supply company
    - bill from an office supply company
    - newspaper

2. Joanna Smart no longer works for your law firm. Choose the items from the following list that you should forward.
    - an electric bill addressed to your firm, attn: Ms. Smart
    - a letter concerning a case that Ms. Smart turned over to another lawyer in the firm
    - a letter addressed to Ms. Smart marked "personal"
    - an office supply catalogue
    - a bill for books that were Ms. Smart's and that she took with her

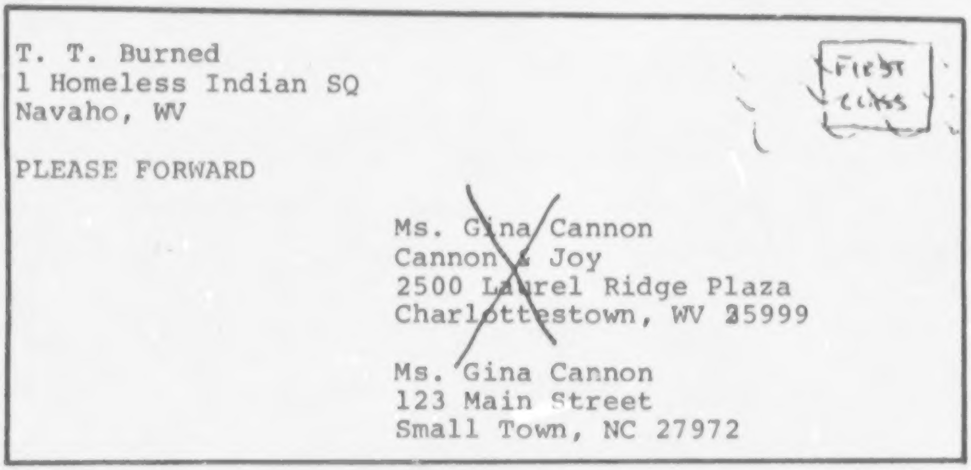
3. Your employer is out of town at a 5-week conference and has requested that only personal mail be forwarded. He is in "solo" practice (has no partners or associates) and you are not authorized to sign checks. Choose the items from the following list that you should forward:
    - a magazine
    - a bill which is due 2 weeks before your employer returns
    - an ad for a set of books
    - an ad for a vacation trip sponsored by the state bar association
    - a set of interrogatories which must be answered in 15 days
    - a letter marked "personal"
    - a bill due 1 week after your employer's scheduled return

STUDENT HANDOUT 03/03/02
HOW TO FORWARD MAIL

Once you have decided that a piece of mail should be forwarded, you must comply with U.S. Postal regulations to forward it.

Any mail which has been opened should be placed, along with its original envelope, in a new envelope, and addressed and metered appropriately.

Unopened, first class mail may be forwarded without adding postage. You should 1) cross out the original address 2) type the new address directly below the original address and 3) type "please forward" (in all capitals or underlined) three spaces below the return address.



T. T. Burned
1 Homeless Indian SQ
Navaho, WV

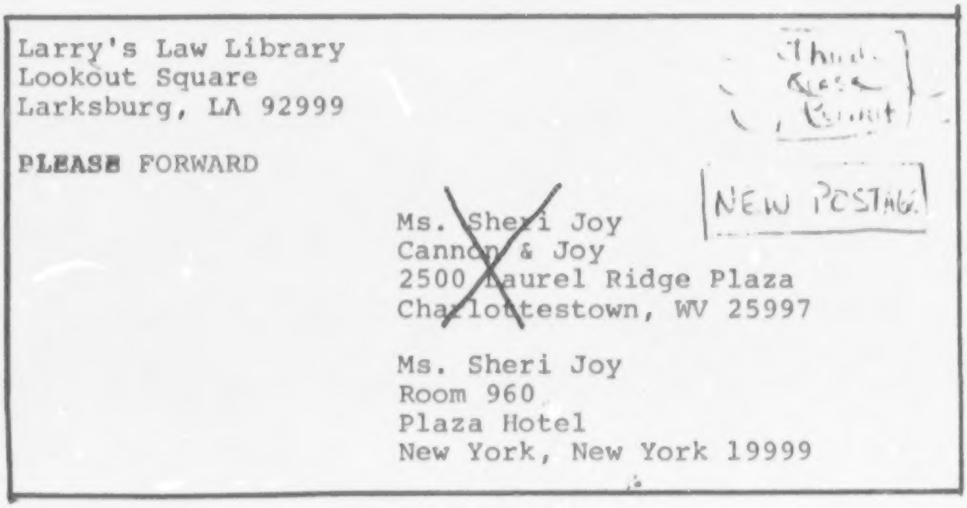
First class

PLEASE FORWARD

~~Ms. Gina Cannon~~
~~Cannon & Joy~~
~~2500 Laurel Ridge Plaza~~
~~Charlottestown, WV 25999~~

Ms. Gina Cannon
123 Main Street
Small Town, NC 27972

Mail other than first-class mail must have additional postage to be forwarded. You should 1) cross out the original address 2) type the new address directly below the original address 3) type "please forward" (in all capitals or underlined) three spaces below the return address and 4) add the appropriate amount of postage.



Larry's Law Library
Lookout Square
Larksburg, LA 92999

Third Class Permit

PLEASE FORWARD

NEW POSTAGE

~~Ms. Sheri Joy~~
~~Cannon & Joy~~
~~2500 Laurel Ridge Plaza~~
~~Charlottestown, WV 25997~~

Ms. Sheri Joy
Room 960
Plaza Hotel
New York, New York 19999

Student Handout 03/03/02 - Page 2

Practice Exercises:

Prepare the following pieces of mail for forwarding to the addresses listed beside them. Your instructor will assist you if you have any questions.

A. Thompson
2891 Burke St.
Charlottestown, WV 25996

FIRST
CLASS
POSTAGE

*opened

Ms. Sheri Joy
Cannon & Joy
2500 Laurel Ridge Plaza
Charlottestown, WV 25999

To: Sheri Joy
2900 Yorkville
Plaza, 1631
Third Ave.,
NY, NY 19999

David O. John
42 Granville St.
Chapel Hill, NC 27514

FIRST
CLASS
POSTAGE

*unopened

Ms. Gina Cannon
Cannon & Joy
2500 Laurel Ridge Plaza
Charlottestown, WV 25999

To: Gina Can[illegible]
123 Main St.
Small Town,
NC 27972

A. B. Ductor
111 Ransom St.
Crimesville, WV 23232

Third
Class
Permit

*unopened

Gina Cannon, ESQ
Cannon & Joy
2500 Laurel Ridge Plaza
Charlottestown, WV 25999

To: Gina Cannon
123 Main St.
Small Town,
NC 27972

Criterion Evaluation:

Gina Cannon, your employer, has requested that you forward all personal letters, all packages from A. F. Thompson, Inc., and any other urgent matters to her at 123 Main Street, Small Town, NC 27972. Choose the pieces of mail that you would forward from the simulated selection below, and type the envelopes, as they would look when they are ready for forwarding, on the Student Answer Sheet. (Note: You may not need all the "envelopes" on the sheet).

Bargain Basement Bunk
P.O. Box 9999
Hicksville, NY 19777

Third Class Permit

Gina Cannon, ESQ
Cannon & Joy
2500 Laurel Ridge Plaza
Charlottestown, WV 25999

ad for
office
supply
sale

JRM
230 Cameron Ave.
New Haven, Conn.

1st Class Postage

Gina Cannon
2500 Laurel Ridge Plaza
Charlottestown, WV 25999

PERSONAL

Lottie Lostalot
12 Gullible St.
Easybuck, WV 24242

1st Class Postage

Gina Cannon
Cannon & Joy
2500 Laurel Ridge Plaza
Charlottestown, WV 25999

routine
client
inquiry

WV Power & Light Co.
P.O. Box 9999
Charlottestown, WV 25997

First
Class
Postage

Gina Cannon
Cannon & Joy
2500 Laurel Ridge Plaza
Charlottestown, WV 25999

bill due 2 wks. before Ms. Cannon's return. You know this because you opened it.

A. F. Thompson, Inc.
2891 Burke St.
Charlottestown, WV

First
Class
Postage

Gina Cannon
Cannon & Joy
2500 Laurel Ridge Plaza
Charlottestown, WV 25999

Michie Co.

First
Class
Postage

Gina Cannon
Cannon & Joy
2500 Laurel Ridge Plaza
Charlottestown, WV 25999

bill due after Ms. Cannon's return. You opened it.

STUDENT ANSWER SHEET

Student Answer Sheet -- page 2

STUDENT COMPETENCY SHEET

MODULE 03: Clerical Duties

Competency Statement 04:	Prepare envelopes for outgoing mail.
Performance Objective:	Given a list of addresses, you will prepare envelopes for mailing. You may use a Zip Code Directory as a reference. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 03/04/01, "Addressing Envelopes." Read the handout carefully and complete the exercises at the end. You may use the envelopes on the Student Answer Sheet. Have your instructor check your work. When you have satisfactorily completed this, go on to Learning Activity #3.

3. Attend a lecture by your instructor on the importance of zip codes and the use of a zip code directory. Pair off with another student in your class and practice looking up zip codes of different cities. If you have a conflict with your partner, or if you have trouble locating a zip code, consult your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a list of addresses and large and small envelopes from your instructor. Look up the zip codes, and type the envelopes in the proper format. Check your work with your instructor. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a list of addresses which need zip codes, a Zip Code Directory, and envelopes, you will look up zip codes and prepare the envelopes for mailing. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Determined correct zip code.	________	________
2. Typed envelope in correct form with proper placement of address, return address, and other notations.	________	________
3. Typed envelope with 90% accuracy.	________	________

STUDENT HANDOUT 03/04/01
ADDRESSING BUSINESS ENVELOPES

There are two sizes of envelopes used in a business office: large (No. 10, 4½ x 9½") and small (No. 6 3/4, 3 5/8" x 6½"). You may use small envelopes for letters of one page without enclosures, but large envelopes must be used for letters of more than one page or letters with enclosures. Your employer may prefer that you use large envelopes for all purposes.

Return Address:

If the return address is not printed on the envelope, type it in the upper left corner 3 spaces from the left edge of the envelope and 3 spaces from the top. The address is single spaced in block style with the name of the sender on the first line, his or her address on the second line, and the city, two-letter state abbreviation, and zip code on the third line. Personal titles (except Mrs.) should be omitted.

Main Address:

The main address should begin on the twelfth line of a small envelope approximately 2½ inches from the left edge, and on the fourteenth line of a large envelope approximately 4 inches from the left edge.

Type the address in block style, single spaced, and without punctuation at the end of the lines except with an abbreviation ends a line.

Always use a personal title such as "Mr.," "Ms.," "Mrs.," "Miss," "The Honorable" (Used for elected officials only), "Dr.," or "Judge" before a person's name.

A street address is preferable to a building or hotel name unless the building or hotel is very well known.

It is unnecessary to write the abbreviation "#" or "No." before a number in an address.

In formal correspondence, if a street or avenue name is a number below ten, it is spelled out. In informal correspondence, street or avenue names that are numbers are numerically expressed with "st," "nd," "rd," or "th" after them. A dash should be used to separate the street name and number (e.g. 2891 - 50th Street).

Do not abbreviate such words as "avenue," "boulevard," "building," "apartment," etc. However, you may abbreviate the state name, using the correct two-letter code found in the Zip Code Directory.

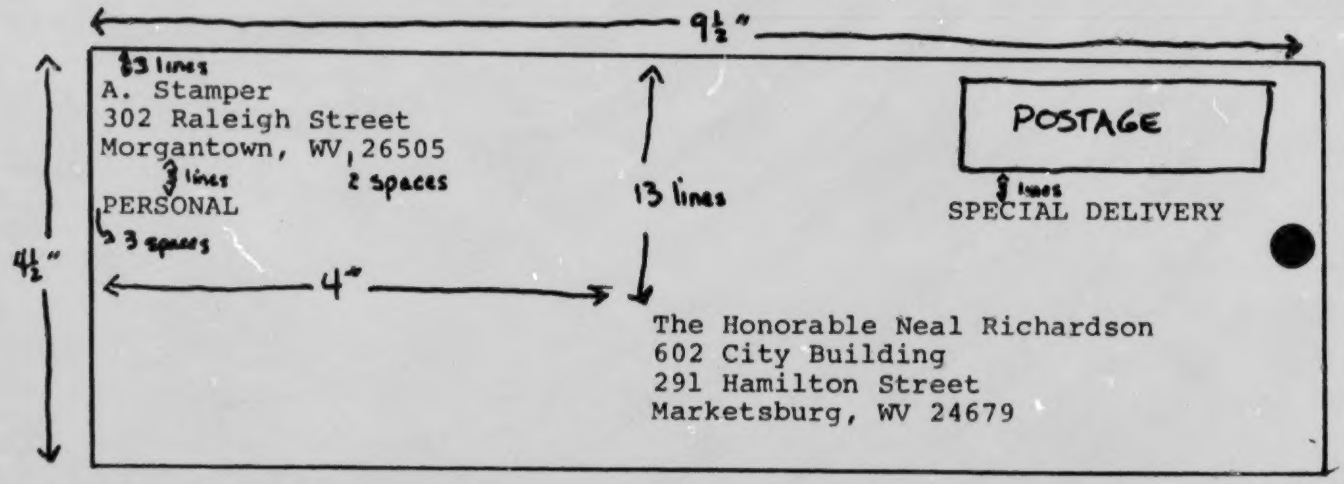
A room, apartment, or box number should be written in the address itself, not in the lower left corner of the envelope.

The zip code should be 2 spaces after the state name on the same line.

Special Notations:

Notations to the addressee, such as "Please Forward," "Hold for Arrival," or "Personal" should appear (in all capitals or underlined) three spaces below the return address, and three spaces from the left side of the envelope.

Mailing notations describing special handling, such as "Airmail," "Third Class," "Certified," etc. should appear (in all capitals or underlined) three spaces below the stamp.

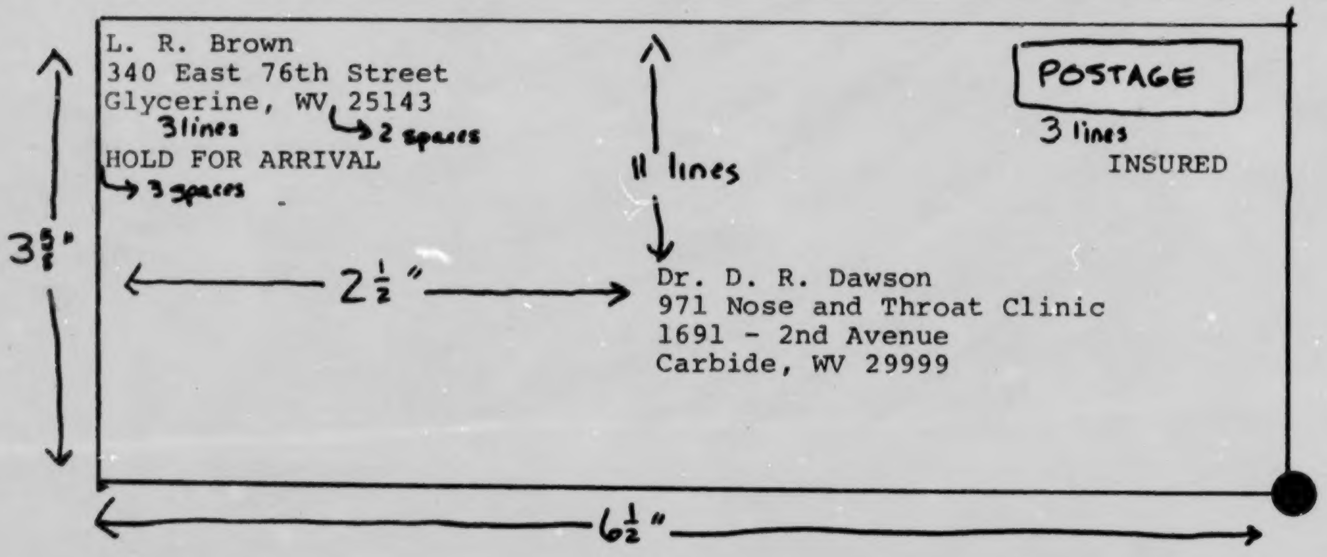


A. Stamper
302 Raleigh Street
Morgantown, WV 26505

PERSONAL

SPECIAL DELIVERY

The Honorable Neal Richardson
602 City Building
291 Hamilton Street
Marketsburg, WV 24679



L. R. Brown
340 East 76th Street
Glycerine, WV 25143

HOLD FOR ARRIVAL

INSURED

Dr. D. R. Dawson
971 Nose and Throat Clinic
1691 - 2nd Avenue
Carbide, WV 29999

Practice Exercises:

Address envelopes for the following letters. You may obtain both large and small envelopes from your instructor.

1. One page personal letter with no enclosures from Mr. Lee Stephenson of 1693 - 93rd Street, Glycerine, WV 25143 to The Honorable J. L. Hurst, United States Senate, Washington, DC 20000.

2. 3 page letter from Mark S. Thomas of 29-J Yorkville Apartments, 1631 Third Avenue, Chicago, Illinois, 60609 to Joy Caroline Snell at the Carolina Inn, 200 Columbia Street, Church Valley, NC 27514. The letter should be sent by registered mail and should be held for Miss Snell's arrival.

3. One page letter with enclosures sent special delivery from Miss Marie Lindeman of 500 Georgia Heights, Oldtown, WV 25050 to Mr. Adrian Hilz at 3405-B South Stafford Place, Plains, Georgia 39999

STUDENT ANSWER SHEET FOR STUDENT HANDOUT 03/04/01

Student Answer Sheet for Student Handout 03/04/01 - Page 2

Criterion Evaluation:

Given the below list of addresses which need zip codes and a Zip Code Directory, you must look up the zip codes and prepare the envelopes for mailing. You may use the envelopes on the Student Answer Sheet.

1. From: Mr. Jim Maxwell
405-D Mason Farm Road
Chapel Hill, NC

To: Ann Merricks
2219-H Kilborne Dr.
Charlotte, NC

one page letter - personal

2. From: Steve Victors
Lowe, Singleton & Carol
265 West Burke Street
Martinsburg, WV

To: Dana Smith
c/o Kappa Kappa Gamma
302 Pittsboro Street
Chapel Hill, NC

two-page letter - will need to be forwarded

3. From: Carol Westfall
48781 I-94 Service Dr.
Apt. #311
Belleville, MI

To: Mike Thomasson
Warren & Thomasson
P.O. Box 570
Pineville, WV

personal letter sent by certified mail
1 page with enclosures

4. From: Miss Jo Smart
Rt. 2, Winchester Rd.
Paris, KY

To: Sheri Snell
29-J Yorkville Tower
1641 3rd Avenue
New York, NY

1 page letter - to be held for Ms. Snell's arrival
special delivery

5. From: Alice Brown
1510 Driftwood
Galveston, TX

To: Thomas L. Stephens
Stephens & Lee
3953 39th St.
Nitro, WV

1 page letter - registered mail

6. From: Mrs. George Michael
304 Millbrook Rd.
Raleigh, NC

To: Charles Black
Black, Brown & Green
83 Philip Dr.
Princeton, NJ

1 page letter with enclosures - insured

STUDENT ANSWER SHEET FOR CRITERION EVALUATION

Student Answer Sheet for Criterion Evaluation - Page 2

Student Answer Sheet for Criterion Evaluation - Page 3

STUDENT COMPETENCY SHEET

MODULE 03: Clerical Duties

Competency Statement 05: Prepare enclosures for mailing

Performance Objective: Given cover letters with enclosure materials, you will prepare the materials for outgoing mail by placing the enclosure in its proper position with respect to the cover letter, and arranging multiple enclosures in the proper order. You must fold the letters neatly and place them in the correct envelope. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 03/05/01, "Preparing Enclosures for Outgoing Mail," from your instructor. Read it carefully and answer the questions at the end of the handout. Have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain sets of cover letters, enclosures and envelopes from your instructor, and prepare them for mailing. Staple the enclosures together when necessary, arrange them in the proper order, and fold them and insert them in their envelopes. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given cover letters with enclosure materials, you will prepare the materials for mailing by placing the enclosure in its proper position with respect to the cover letter and arranging multiple enclosures in the proper order. You must staple materials together when necessary, fold the materials correctly, and insert them in the correct envelope. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Put enclosures with proper letters.	________	________
2. Fastened enclosures properly, and only when necessary.	________	________
3. Placed enclosures in proper position with respect to the cover letter.	________	________
4. Folded letter and enclosure correctly and inserted in correct envelope.	________	________

STUDENT HANDOUT 03/05/01
PREPARING ENCLOSURES FOR OUTGOING MAIL

The following methods are used to attach enclosures to letters because they make it easier for the receiver to handle the enclosures. Read them carefully, and answer the questions at the end of the handout.

1. Quickly read each letter to make certain all enclosures are with the proper letter.

2. Enclosures should be stapled in the upper left hand corner (not paper-clipped) when it is necessary to fasten them together.

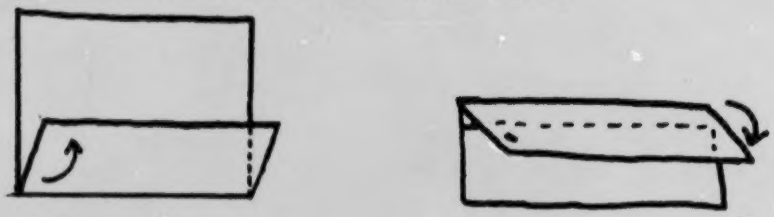
3. If enclosures are the SAME SIZE as the cover letter
   a) and consists of only one sheet, do not staple it to the letter. Place the letter on top of the enclosure.
   b) and consists of more than one sheet, staple the enclosure together but do not staple them to the letter. Place the letter on top of the enclosures.

4. If enclosures are SMALLER THAN the cover letter
   a) and consists of only one sheet, staple it to the upper left corner of the letter, on top of the letter.
   b) and consists of two or more sheets, place the smaller one on top of the larger one and staple them to the letter, on top of the letter.

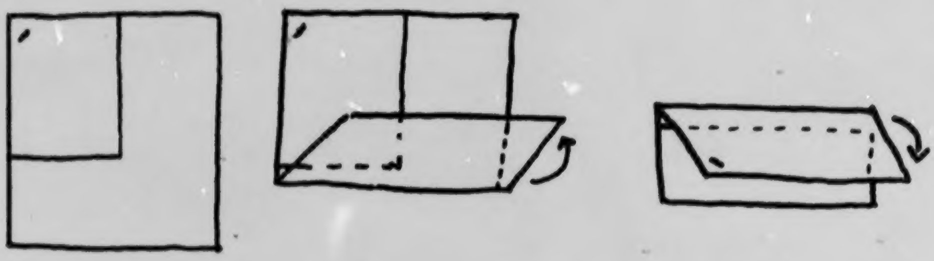
5. If the enclosures are LARGER THAN the cover letter, you must determine if the enclosures will be mailed in the same envelope as the letter.
   a) Mail the enclosure in the same envelope if the enclosure is small enough that mailing it with the letter will not cause the envelope to be too bulky, and if placing it in the envelope would not require folding the enclosure too many times. If you decide to mail the enclosure in the same envelope as the letter, follow the procedure as if the letter and the enclosure were the same size (see step #3).
   b) Mail the enclosure in a separate envelope if it is too bulky to fit in the letter's envelope, or if it must be folded too many times to fit in the envelope. If you decide to mail the enclosure separately, paper-clip a note so stating to the enclosure; remove the note from the enclosure before inserting it into the separate envelope.

6. To place the letter and enclosures in the envelope,
   a) if the enclosures are the same size or smaller than the letter, treat it as a multi-page letter and fold the letter and enclosures in thirds and insert in the envelope, so that it is right side up when removed, as shown below:

letter with enclosures the same size:



letter with smaller enclosures:



   b) if the enclosures are larger than the letter, fold the bottom of the enclosure until it is the same length as the letter. Place the letter on top of the folded enclosure, fold in thirds, and place in the envelope so that it is right side up when removed.

Questions:

1. Should you use paper-clips to fasten enclosures together?
2. Name the two cases when enclosures should be fastened together.
3. What are the two things to consider when deciding whether to mail a large enclosure with the cover letter?
4. When are enclosures placed on top of the letter?

STUDENT COMPETENCY SHEET

MODULE 03: Clerical Duties

Competency Statement 06: Handle specialized mail

Performance Objective: Given mail consisting of letters, packages and documents requiring special mailing services, you will determine the most appropriate method for mailing. The method indicated should insure safe delivery of the materials being mailed based on U. S. Postal regulations. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Read carefully pages 238 through 240, "Classes of Domestic Mail," in Secretarial Office Procedures, and answer the following questions. Have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #3.

   A. Name the six kinds of domestic mail.

   B. What class mail are newspapers sent?

   C. Can sealed envelopes be sent by third-class mail?

   D. What class mail should you send material sealed against postal inspection?

   E. What is the maximum weight for materials to be considered third-class mail?

   F. What class mail is also known as parcel post?

   G. How are parcel post rates determined?

   H. Explain what a piece of mixed-class mail is.

   I. Is it usually quicker to send a package less than 200 miles by airmail?

   J. What class mail are post cards?

Student Competency Sheet - Page 2

Learning Activities Continued:

3. Read carefully pages 241 through 243, "Special Postal Services," in Secretarial Office Procedures and answer the following questions. Have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #4.

   A. What are eight of the special services provided by the U. S. Postal Service?

   B. What is the difference between Special Delivery mail and mail given Special Handling?

   C. What classes of mail are eligible for Special Handling?

   D. What does registration of mail provide?

   E. What rate must be paid to register mail?

   F. How do you get a return receipt for registered mail?

   G. What is the difference between registered mail and certif mail?

   H. How much may third or fourth class mail be insured for?

   I. Does the sender have to pay anything for COD mail?

   J. Can you recall a piece of mail that has been sent?

4. Obtain from your instructor a sample of outgoing mail containing letters, packages, and documents, and a description of what they contain. Choose the proper class of mail and any special services that may be needed, and write the class of mail and the type of service on the Student Answer Sheet. Have your instructor check your answers. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Answer Sheet

Student Competency Sheet - Page 3

Criterion Evaluation:

Given mail consisting of letters, packages and documents requiring special mailing services, you will determine the most appropriate method for mailing. You must choose the correct class of mail and the proper special services. You must indicate a method which insures safe delivery of the materials being mailed based on U. S. Postal regulations. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Chose correct class of mail.	________	________
2. Chose correct special services.	________	________

Criterion Evaluation:

Mail Descriptions	Class	Special Services
1. Widow of a deceased client calls and asks that her husband's will be sent to her.		
2. Your employer RSVP's speaking engagement.		
3. Your employer is running for political office and wants you to mail 500 circulars to potential campaign contributors.		
4. Your employer wants a brief delivered to the Supreme Court and wants the document there as soon as possible.		
5. Your employer wants to notify a client's husband that she is filing for a divorce and he has 30 days in which to contest.		
6. Your employer needs a package delivered as soon as possible but only wants to pay third or fourth class mail rates.		
7. Monthly account statements are due to be mailed.		
8. A client wishes for you to return income tax records your employer has been reviewing.		

Criterion Evaluation Continued:

Mail Descriptions	Class	Special Services
9. Your office is in Wheeling, WV. A client calls and wants a copy of his/her overdue account records. Send it as quickly as possible.		
10. A lawyer in Kentucky wants you to send copies of court transcripts. The box weighs 3 lbs. There is no rush on the material.		

STUDENT COMPETENCY SHEET

MODULE 03: Clerical Duties

Competency Statement 07: Mark exhibits for court

Performance Objective: Given a supply of identification tags, a number of exhibits which must be marked for presentation in court and instructions on what party and what number each exhibit is, you will mark the exhibits for court with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Attend a lecture given by your instructor on marking exhibits for court. You must take and pass a quiz given by your instructor on the procedure. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain from your instructor a supply of identification tags, and document to be marked for court. Follow his or her instructions on whether the document is for the plaintiff or defendant, and what number it is. Mark the documents with 100% accuracy. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a supply of identification tags, a number of exhibits which must be marked for presentation in court and instructions in what party and what number each exhibit is, you must mark the exhibits with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Marked plaintiffs' exhibits correctly	________	________
2. Marked defendants' exhibits correctly	________	________

STUDENT COMPETENCY SHEET

MODULE 03: Clerical Duties

Competency Statement 08:	Add supplements to law library
Performance Objective:	Given supplements for the law library--including materials to be placed in volumes held by metal pins, materials to be placed in volumes which have pockets, and materials to be shelved in order, you will add the materials to the law library. Corresponding out-dated materials must be removed and replaced with new supplements and loose supplements shelved in order of section number. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 03/08/01, "Types of Law Books," and read it carefully. Answer the questions at the end of the handout and have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain a copy of Student Handout 03/08/02, "Adding Supplements to Law Books," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain from your instructor a sample law library and a set of supplements which must be added to it. Add the supplements and remove the volumes or pages which have been replaced. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given supplements for a sample law library including materials to be placed in volumes held by metal pins, materials to be placed in volumes which have pockets, and materials to be shelved in order, you will add materials to the sample law library provided by your instructor. Corresponding out-dated materials must be removed when they have been replaced. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Added supplements to proper books.	________	________
2. Removed correct out-dated materials.	________	________
3. Added materials correctly to volumes held together by metal pins.	________	________
4. Added materials correctly to volumes with pockets.	________	________
5. Shelved paperback volumes in correct order.	________	________
6. Removed paperback volumes replaced by hardback volumes.	________	________
7. Shelved all material in correct order.	________	________

STUDENT HANDOUT 03/08/01
TYPES OF LAW BOOKS

There are five major types of law books which any law library might have: codes, reports, encyclopedias, digests, and treatises. Although this list is not exhaustive, and the number and kinds of books in the library will vary with the size and age of the law firm, this handout is intended to introduce you to the major sources of legal research.

Codes

These are compilations of the statutes made by federal, state or local legislatures. The West Virginia Code and the United States Code are two examples of codes likely to be found in the law libraries.

Reports

All written opinions of state, local and federal courts are published in reports. These opinions are the court's interpretation of a certain statute, and are used by attorneys to support their arguments in their cases.

The decisions of the United States Supreme Court are published in five current reports: United States Reports (official edition), cited "U.S.;" United States Supreme Court Reports (Lawyer's Co-operative Publishing Co.), cited "L.Ed.," "L.Ed. 2nd," etc.; Supreme Court Reporter (West Publishing Company), cited "Sup. Ct." or "S. Ct.;" United States Law Week (Bureau of National Affairs) cited "U.S.L.W.," or "U.S.L. Week;" Commerce Clearing House, United States Supreme Court Bulletin.

The official appellate and district courts reports have been discontinued and their current opinions are available, for the most part, in privately published editions. The foremost of these are the Federal Reporter and the Federal Supplement. The cases are first reported in advance sheets, are key-numbered, and subsequently appear in the uniformly bound volumes of the sets. The decisions appearing in the bound volumes have the same volume and page number which they had in the advance sheets. These sets contain only those federal cases which are designated for publication by the courts. All written appellate opinions are published. Some District opinions are omitted and remain unreported. Typed copies of unreported District Court cases can be obtained from the clerks of the District Courts.

Most states officially publish their judicial decisions in bound volumes. The West Virginia Reports are the official edition of the Supreme Court decisions in West Virginia. The National Reporter System divides the states into 7 reporting units. West Virginia is in the South Eastern division, (Cases are published in the South Eastern Reporter) along with Georgia, North Carolina, South Carolina, and Virginia. The Southern Reporter contains cases from Alabama, Florida, Louisiana, and Mississippi; the South Western Reporter contains cases from Arkansas, Kentucky, Indian Territory, Missouri, Tennessee, and Texas; the Pacific Reporter contains cases from Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nevada, New Mexico, Oklahoma, Oregon, Utah, Washington, and Wyoming; the North Western Reporter contains cases from Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin; the North Eastern Reporter contains the reports of Illinois, Indiana, Massachusetts, New York, and Ohio; and the Atlantic Reporter contains cases from Connecticut, Delaware, Maine, Maryland, New Hampshire, New Jersey, Pennsylvania, Rhode Island, Vermont, and the District of Columbia Municipal Court of Appeals.

Encyclopedias

Lawyers often turn to legal encyclopedias when they are dealing with unfamiliar subjects because they give a comprehensive treatment of the subject and are the most compact and integrated overall text treatment. Corpus Juris Secundum (cited"C.J.S.") and American Jurisprudence (cited "Am. Jur.," "Am. Jur. 2nd," etc.) are the two most commonly used.

Digests

Digests divide the law into broad topics and discuss the case law in each topic. West Publishing Company's American Digest System is one of the most comprehensive. Digests are published for the same regions as the reporters are published for, and also for federal court decisions.

Treatises

Treatises are scholarly discussions on a special subject area such as torts, criminal law, remedies, etc. They would be kept by law offices which specialize in a certain limited area of law.

Practice Exercises:

State whether the following are true or false.

______1. Corpus Juris Secundum is one of the volumes of code that a law office might have.

______2. West Virginia cases are published in the South Eastern Reporter.

______3. The Federal Reporter is the official publication of the U.S. Supreme Court opinions.

______4. The West Virginia Code is the compilation of the statutes made by the West Virginia Legislature.

______5. American Jurisprudence is one of the legal encyclopedias.

Student Handout 03/08/02
Adding Supplements to Law Books

Law books are bound in two main fashions: hard bound with pockets for the addition of supplements; bound by a metal pin.

1. In books bound with metal pins, you add supplements by:
    a. Reviewing the supplement cover sheet to determine which pages are to be replaced.
    b. Tearing off the cover sheet.
    c. Removing the pin from the volume.
    d. Removing the pages to be replaced, discarding them and inserting the new pages in their proper places.
    e. Replacing the pin.
2. In hard-bound books which have a pocket for the supplement, you add the supplements by:
    a. Removing the out-dated section already in the pocket and discarding it.
    b. Adding the new supplement.

Practice exercises

Obtain a book bound by a metal pin and practice adding pages to it. Examine a book that is hard-bound and locate the pocket where you would add supplements.

STUDENT HANDOUT 03/08/02
ADDING SUPPLEMENTS TO LAW BOOKS

Law books are bound in two main fashions: hard bound with pockets for the addition of supplements; or bound by a metal pin.

1. In books bound with metal pins, you add supplements by:
    a. Reviewing the supplement cover sheet to determine which pages are to be replaced;
    b. Tearing off the cover sheet;
    c. Removing the pin from the volume;
    d. Removing the pages to be replaced, discarding them and inserting the new pages in their proper places; and
    e. Replacing the pin.
2. In hard-bound books which have a pocket for the supplement, you add the supplements by:
    a. Removing the out-dated section already in the pocket and discarding it; and
    b. Adding the new supplement.

Practice exercises

Obtain a book bound by a metal pin and practice adding pages to it. Examine a book that is hard-bound and locate the pocket where you would add supplements.

STUDENT COMPETENCY SHEET

MODULE 04: Bookkeeping Duties

Competency Statement 01: Inspect checks for accuracy

Performance Objective: Given checks made payable to your employer by clients, you will determine which of the checks are acceptable, and state the reasons that the others are unacceptable. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 04/01/01, "Inspecting Checks for Acceptability," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain from your instructor checks made payable to your employer. Inspect each for acceptability and identify the checks which are unacceptable. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given checks made payable to your employer by clients, you will determine which of the checks are acceptable, and state the reasons that the others are unacceptable. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Determined correctly which checks were acceptable.	________	________
2. Identified errors in unacceptable checks.	________	________

STUDENT HANDOUT 04/01/01
INSPECTING CHECKS FOR ACCEPTABILITY

Checks received from clients often contain mistakes that make them unacceptable for deposit. You must inspect all checks for mistakes so that the unacceptable checks may be returned and new checks issued. The following features of the checks must be examined:

1. The date--The date must be current, the year must be correct, and the check should not be pre-dated (that is, the date on the check must not be later than the current date).
2. The payee line--The line following "Pay to the Order of" must contain the name of the attorney or firm by whom you are employed. The name must be spelled correctly.
3. The amount of the check must be correct, and the written amount and the figure amount must be the same.
4. The check must contain a complete signature.
5. The bank on which the check is drawn must be properly identified by name and address.

Practice Exercises:

Choose from the following list the errors found in each of the checks shown below.

A. Date inaccurate

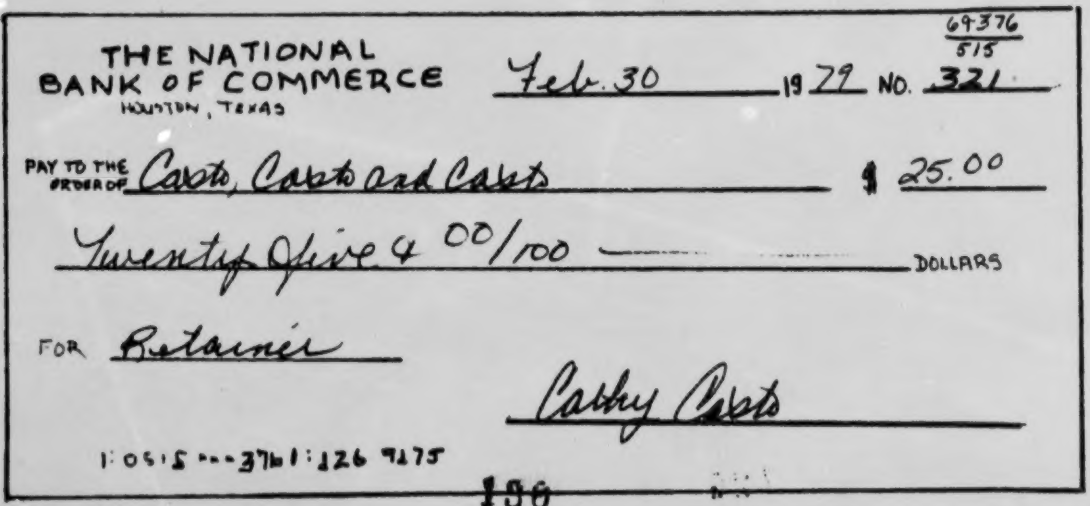
B. Payee line inaccurate

C. Amount inaccurate

D. Signature incomplete

E. Bank not properly identified

1. ______



THE NATIONAL
BANK OF COMMERCE
HOUSTON, TEXAS

Feb. 30 1979 NO. 321

$\frac{69\text{-}376}{515}$

PAY TO THE ORDER OF Casto, Casto and Casto $ 25.00

Twenty-five & 00/100 DOLLARS

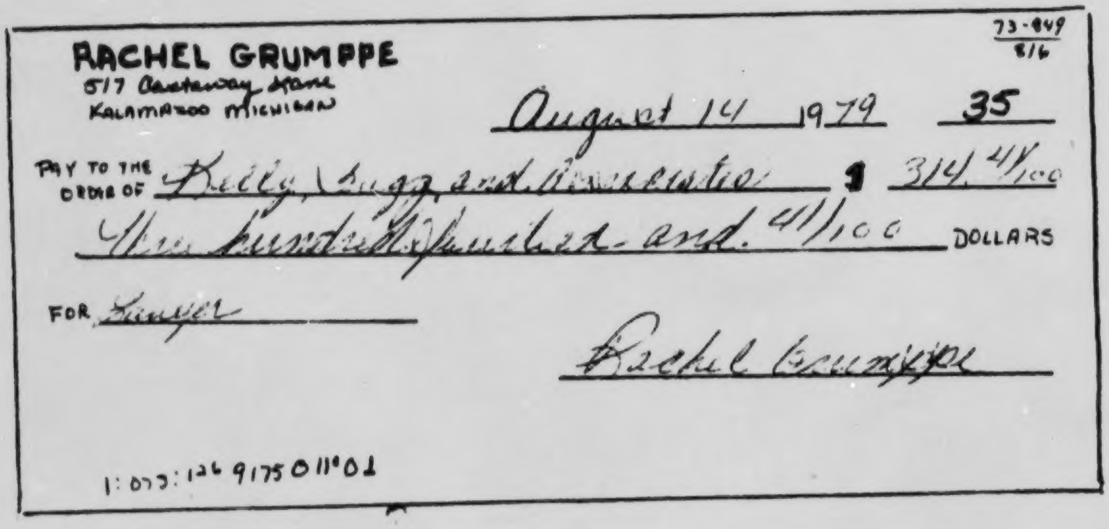
FOR Retainer

Cathy Casto

1:0515---3761:126 9175

Student Handout 04/01/01 - Page 2

2. ______



RACHEL GRUMPPE
517 Castaway Lane
KALAMAZOO MICHIGAN

73-949
816

August 14 1979 35

PAY TO THE ORDER OF Billy, Bugg and Associates $ 314.41/100

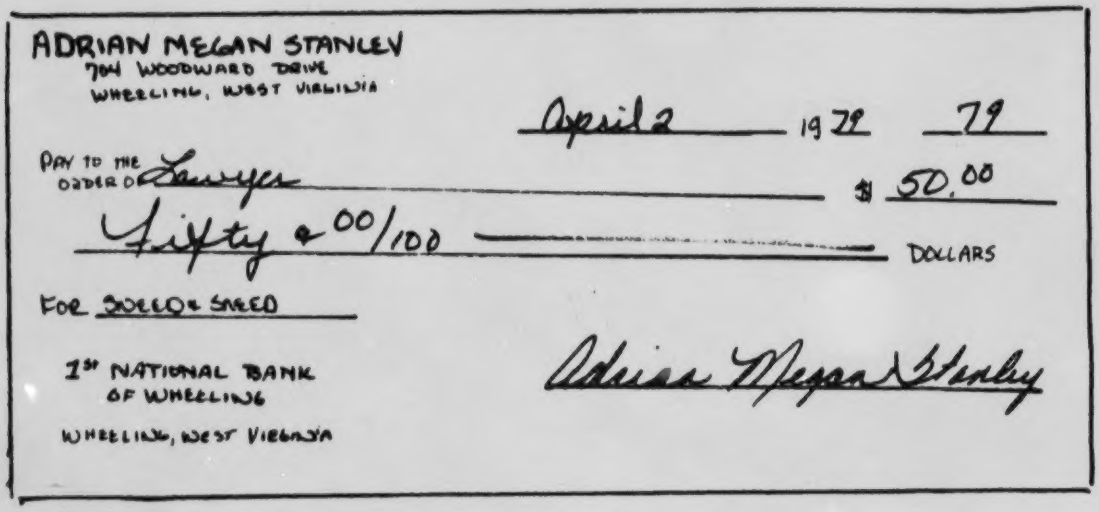
Three hundred fourteen and 41/100 DOLLARS

FOR Lawyer

Rachel Grumppe

1:073:126 9175 011'01

3. ______



ADRIAN MEGAN STANLEY
704 WOODWARD DRIVE
WHEELING, WEST VIRGINIA

April 2 1979 79

PAY TO THE ORDER OF Lawyer $ 50.00

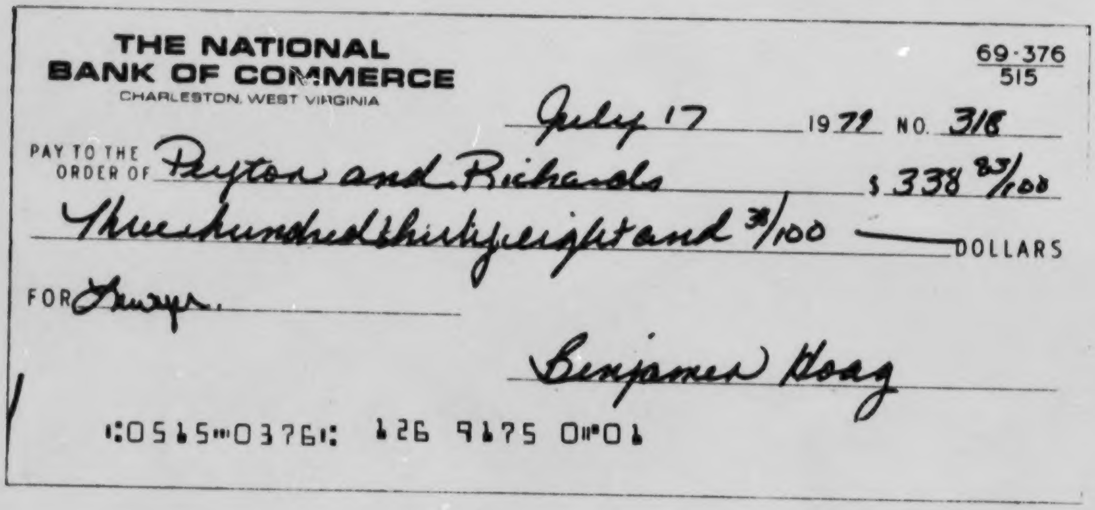
Fifty & 00/100 DOLLARS

FOR SWEED & SNEED

1st NATIONAL BANK
OF WHEELING
WHEELING, WEST VIRGINIA

Adrian Megan Stanley

4. ______



THE NATIONAL BANK OF COMMERCE
CHARLESTON, WEST VIRGINIA

69-376/515

July 17 1979 NO. 318

PAY TO THE ORDER OF Peyton and Richards $ 338 83/100

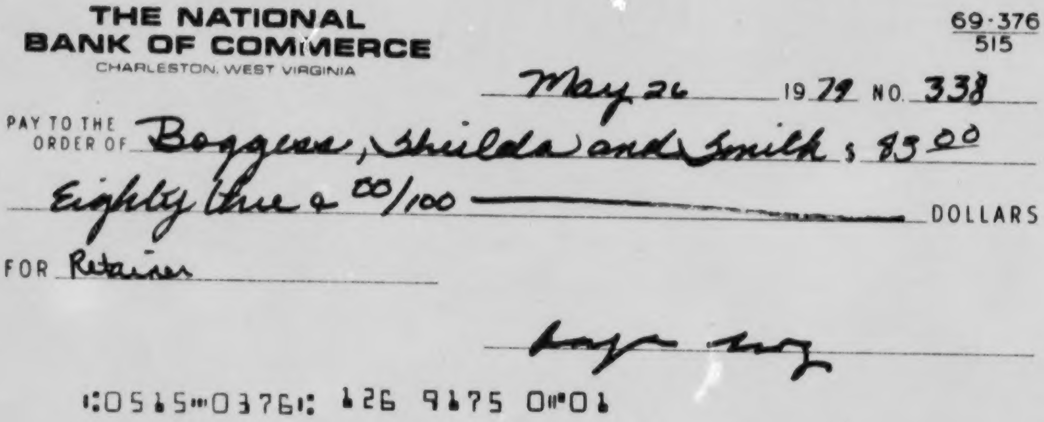
Threehundredthirtyeightand 38/100 —— DOLLARS

FOR Lawyer.

Benjamin Hoag

⑆0515⑈0376⑆ 126 9175 0⑈01

5. ______



THE NATIONAL BANK OF COMMERCE
CHARLESTON, WEST VIRGINIA

69-376/515

May 26 1979 NO. 338

PAY TO THE ORDER OF Boggess, Shields and Smith $ 83 00

Eighty three & 00/100 —— DOLLARS

FOR Retainer

⑆0515⑈0376⑆ 126 9175 0⑈01

04/01 Learning Activity #3

THE NATIONAL BANK OF COMMERCE
CHARLESTON, WEST VIRGINIA

69-376
515

March 1979 NO. 301

PAY TO THE ORDER OF Mogan, David and Wise Associates $ 100.00

One hundred and 00/100 DOLLARS

FOR Retainer fee

P.A. Denny

⑆0515⑉0376⑆ 126 9175 0⑈01

THE NATIONAL BANK OF COMMERCE
CHARLESTON, WEST VIRGINIA

69-376
515

Sept. 24, 1979 NO. 507

PAY TO THE ORDER OF Meehan, Oliverio and Pasewark $ 257 59/100

Two hundred fifty nine and 57/100 DOLLARS

FOR

Jessica Atkins

⑆0515⑉0376⑆ 126 9175 0⑈01

THE NATIONAL BANK OF COMMERCE
CHARLESTON, WEST VIRGINIA

69-376
515

APRIL 17 1979 NO. 315

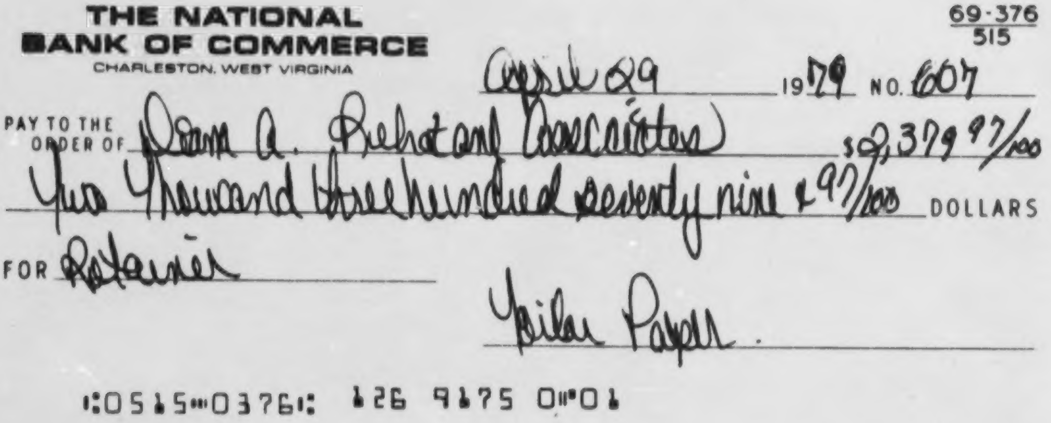
PAY TO THE ORDER OF LEGAL AID SOCIETY $ 20.00

Twenty and 00/100 DOLLARS

FOR

G. GULCH

⑆0515⑉0376⑆ 126 9175 0⑈01



THE NATIONAL BANK OF COMMERCE
CHARLESTON, WEST VIRGINIA

69-376
515

April 29 1979 NO. 607

PAY TO THE ORDER OF Dean A. Rehat and Associates $2,379 97/100

Two Thousand three hundred seventy nine & 97/100 DOLLARS

FOR Retainer

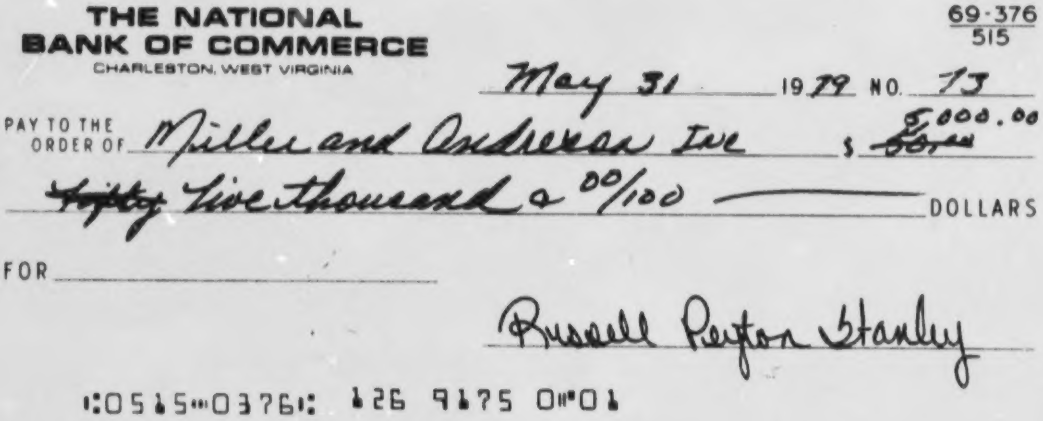
Yoilar Payer

⑆0515⑈0376⑆ 126 9175 0⑈01

1.

ACCEPTABLE ______

UNACCEPTABLE ______ REASON ____________________



THE NATIONAL BANK OF COMMERCE
CHARLESTON, WEST VIRGINIA

69-376
515

May 31 1979 NO. 73

PAY TO THE ORDER OF Miller and Andersen Inc $ ~~50.00~~ 5000.00

~~Fifty~~ Five thousand & 00/100 DOLLARS

FOR

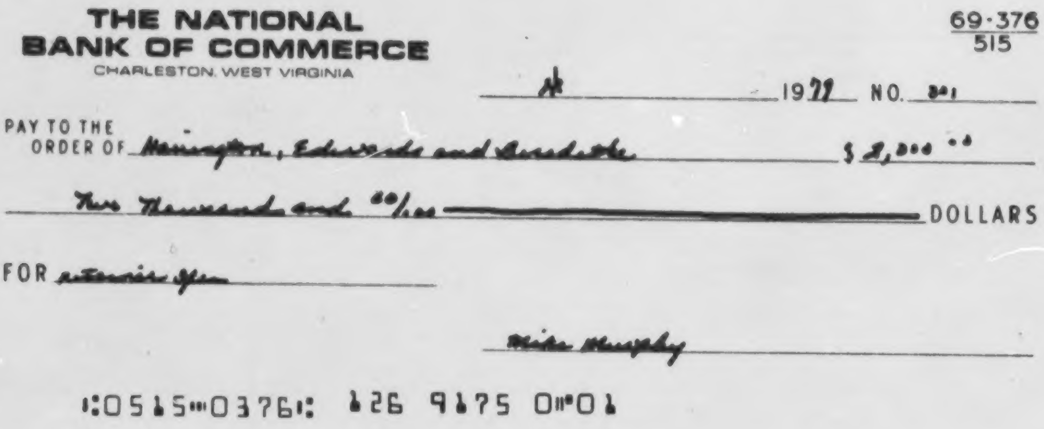
Russell Peyton Stanley

⑆0515⑈0376⑆ 126 9175 0⑈01

2.

ACCEPTABLE ______

UNACCEPTABLE ______ REASON ____________________



THE NATIONAL BANK OF COMMERCE
CHARLESTON, WEST VIRGINIA

69-376
515

19 77 NO. 201

PAY TO THE ORDER OF Harrington, Edwards and Burdette $ 2,000.00

Two Thousand and 00/100 DOLLARS

FOR attorney fees

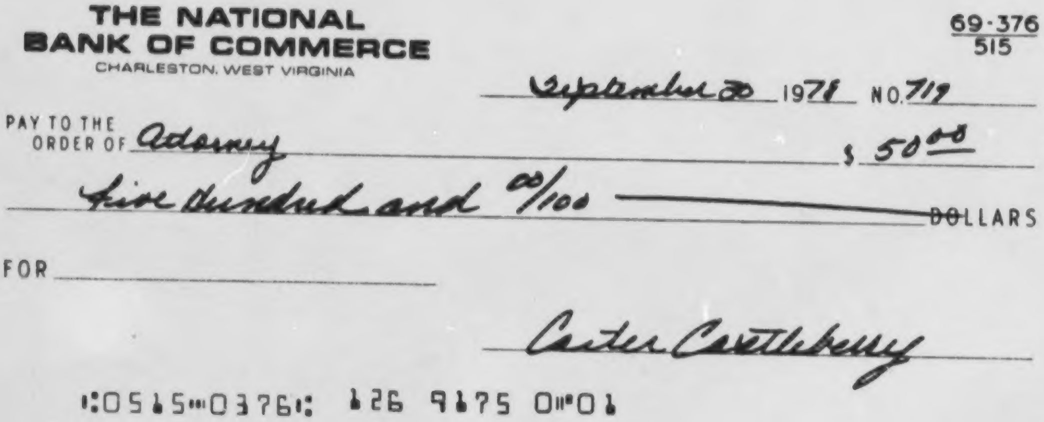
Mike Murphy

⑆0515⑈0376⑆ 126 9175 0⑈01

3.

ACCEPTABLE ______

UNACCEPTABLE ______ REASON ____________________



THE NATIONAL BANK OF COMMERCE
CHARLESTON, WEST VIRGINIA

69-376
515

September 30 1978 NO. 719

PAY TO THE ORDER OF Attorney $ 50.00

five hundred and 00/100 DOLLARS

FOR

Carter Castleberry

⑆0515⑈0376⑆ 126 9175 0⑈01

4.

ACCEPTABLE ______

UNACCEPTABLE ______ REASON ____________________

STUDENT COMPETENCY SHEET

MODULE 04: Bookkeeping Duties

Competency Statement 02: Maintain the checkbook

Performance Objective: Given a checkbook, checks received from clients and a deposit slip, a rubber endorsement stamp, a list of checks to be prepared for the attorney's signature, a bank statement and cancelled checks, you will maintain the office checkbook. You must prepare checks for deposit, prepare checks for the attorney's signature, complete the check stubs and reconcile the balance on the bank statement with the balance in the checkbook. You must receive a satisfactory rating on all items on the Student Checklist. All tasks must be completed with 100% accuracy.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, go on to Learning Activity #2. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Read carefully pages 518 through 520, "Endorsing Checks," and pages 515 through 516, "Making Deposits," in Secretarial Office Procedures and answer the following questions. Have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #3.

   A. What are three types of endorsements?

   B. What is a special endorsement also called?

   C. Who can cash a check with a blank endorsement?

   D. What kind of endorsement makes a check safe to send through the mail?

   E. Why is it all right to make a restrictive endorsement with a rubber stamp?

   F. List four things that a bank deposit can include.

   G. What is the transit number?

   H. What are three ways that you can identify a check?

Student Competency Sheet - Page 2

Learning Activities Continued:

I. What information should be on the deposit slip?

J. Do you get a receipt for a bank deposit?

3. Obtain from your instructor checks to be deposited, a rubber stamp for endorsing the checks and a deposit slip. Endorse each of the checks and list each one by transit number on the deposit slip. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Read carefully pages 516 through 518, "Writing Checks" and "The Check Stub," in Secretarial Office Procedures and answer the following questions. Have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #5.

A. Can you write checks in pencil?

B. What date should be on the check?

C. Should you use titles in the payee's name?

D. How do you express cents when spelling out the amount of the check?

E. How many times is the amount of the check expressed on the check?

F. When should you fill out the check stub?

G. What information is recorded on the check stub?

H. Should the number of the check stub match the number on the check?

I. How do you arrive at the "new balance" on the check stub?

5. Obtain from your instructor a list of checks which need to be prepared for your employer's signature and a checkbook. Type the checks and fill out the check stubs. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Read carefully pages 520 through 523, "Stopping Payment on Checks," "Overdraft" and "Reconcilation of the Bank Statement" in Secretarial Office Procedures and answer the following questions. Have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #7.

Student Competency Sheet - Page 3

Learning Activities Continued:

A. Why might you need to stop payment on a check?

B. What information do you need to give the bank to stop payment on a check?

C. What is an overdraft?

D. What action do banks take on overdrafts?

E. What is the purpose of a bank statement?

F. Why might you want to save cancelled checks?

G. List the seven steps you should take in reconciling your checkbook.

7. Obtain a bank statement, cancelled checks and a checkbook from your instructor. Reconcile the bank statement until the balance in the checkbook is equal to the balance on the bank statement. Show your work to your instructor. When you have completed this satisfactorily, go on to Learning Activity #8.

8. Obtain a checkbook, bank statement, cancelled checks, checks for deposit, a rubber endorsement stamp, and a list of checks to be prepared for your employer's signature from your instructor. Reconcile the bank statement, prepare the checks and deposit slip for deposit, and write the checks for your employer's signature. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 4

Criterion Evaluation:

Given a checkbook, checks received from clients and a deposit slip, a rubber endorsement stamp, a list of checks to be prepared for the attorney's signature, a bank statement and cancelled checks you will maintain the office checkbook. You must prepare the checks for deposit, prepare the checks for the attorney's signature and complete the check stubs, and balance the checkbook. You must complete all tasks with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Endorsed checks correctly.		
2. Filled out deposit slip correctly.		
3. Entered deposit in checkbook.		
4. Filled in check correctly.		
5. Filled out check stub correctly.		
6. Balanced the checkbook.		

Criterion Evaluation:

You are the legal secretary for the Legal Eagle Law Firm, 1933 Back Street, Philadelphia, Pennsylvania. Your first task today is to prepare the following checks for deposit.

FRONT

Ann B. Rose
271 Flowers Rd.
Charleston, WV 25319

81-0/1120

__________ 19___

Pay to the order of ______________________________ $________

______________________________________ DOLLARS

THE BANK
Charleston, WV

1:852 1921 186

____

BACK

Criterion Evaluation:

FRONT

Rolling Stone
11 Downing
London, England

______________ 19___ 11-2/311

Pay to
the order
of ______________________________ $ ________

____

BOBTOWN BANK
Bobtown, PA

1 1515 8712 1 102 ______________________

BACK

Criterion Evaluation:

FRONT

Capt. John Sepko
41 Wayward Dr.
Warrenton, MO 16178

$\frac{15\text{-}5}{1921}$

________ 19___

Pay to
the order
of ________________________ $ ________

________________________ DOLLARS

1st NATIONAL BANK
Warrenton, MO.

____

1 823111 871641 132

BA

Criterion Evaluation:

FRONT

Fair Hooker
11 Broadway
New York, NY

15-9
1611

____________19___

Pay to
the order
of ____________________________________ $________

____ DOLLARS

BANK OF NEW YORK
New York, NY

1 1515 1616 19 ____________________

BACK

Once you have completed the checks, fill out the following deposit slip listing all checks by their transit numbers.

Criterion Evaluation:

Deposited With
PHILADELPHIA TRUST

Name________________________________

Address______________________________

Town________________________________

Date__________________________ 19__

Show your account number: 131-100-96

This deposit is accepted on conditions printed on back of duplicate.

CURRENCY		Dollars	Cents
SILVER			
CHECKS (Please List)			
	TOTAL $		

Criterion Evaluation:

The deposit may be recorded on the check stub shown below.

193 $______
Date________19____
To________________
For_______________

	Dollars	Cents
Bal. Brot. For'd	600	00
Amt. Deposited		
" "		
Total		
Amt. This Check		
BAL. CAR'D. FOR'D.		

LEGAL & EAGLE 193
Law Firm
1933 Back St. 11-1/1126
PHILADELPHIA, PA. ____________19__

Pay to the
order of________________________$______

____________________________DOLLARS

PHILADELPHIA TRUST
Philadelphia, PA. __________________
1:131''' 100:96

You may assume that a messenger has taken the checks to the bank for deposit. Your next task for today is to reconcile the bank statement with the check book. You will use the form shown below for reconciliation.

Criterion Evaluation:

Checks Outstanding
Not Charged to Account

No.	$	
TOTAL		

This Form is Provided to Help You
Balance Your Bank Statement

1. Check Book Balance $________

2. Less Service Charges (if any) shown on statement. $________

ADJUSTED CHECK BOOK BALANCE (Item 1 less Item 2) $________

Bank Balance Shown on This Statement $________

Add +

Deposits not shown in this statement (if any)

TOTAL $________

Subtract -

Checks Outstanding $________

BALANCE (should agree with adjusted check book balance above) $________

The bank statement includes these canceled checks which the bank paid out of your firm's account last month.

Check Number	Paid to	Date	Amount
182	Merriam Co.	7-11-78	$ 16.81
183	Dan Webster	7-12-78	9.80
184	Paper Inc.	7-13-78	25.20
185	Ms. F. Hooker	7-13-78	5.77
186	Typing, etc.	7-13-78	6.00
187	BNA	7-20-78	15.30
188	Cash	7-23-78	146.01
189	Philadelphia Trust	7-26-78	350.00
190	A. M. Parsons	7-26-78	165.00
191	Mrs. Eagle	7-26-78	44.72
192	Legal Services Inc.	7-29-78	600.00

Your bank statement is shown below:

STATEMENT OF ACCOUNT

Philadelphia Trust
Philadelphia, PA

Legal & Eagle Law Firm
1933 Back Street
Philadelphia, PA.

Account No.	Page.No.
131 100 96	1
7-17-78 From	8-18-78 To

Statement Period

Beginning Balance	Total No.	Dep. Am't.	Total No.	Checks Am't.	Service Charge	Ending Balance
1984.61	0	00.00	11	1384.61	00.00	600.00

Amount	Code	Amount	Code	Date	Balance	Code
16.81				7-17	1967.80	
9.80		25.20		7-21	1932.80	
5.77		6.00		7-22	1921.03	
15.30		146.01		7-23	1759.72	
350.00		165.00		7-26	1244.72	
44.72		600.00		7-30	600.00	

Code Explanation

SC - Service Charge
RT - Returned Check
OD - Overdraft
OC - Overdraft Charges

DM - Debit Memo
CM - Credit Memo
EC - Error Credit
RC - Return Charge

Criterion Evaluation:

After you have completed the reconciliation of the bank statement, Mr. Legal wants you to prepare the following checks for his signature:

1.	John Shaft	$300.00 (services)
2.	D. S. Hurst	$100.00 (refund)
3.	Lee S. Balliet	$ 85.00 (consultant)
4.	WV Bar Association	$ 25.00 (dues)

(Note: The check stub does not show the last deposit).

193 $______
Date__________19______
To____________________
For___________________

	Dollars	Cents
BAL. BROT FOR'D	600	00
Amt. Deposited		
" "		
Total		
Amt. This Check		
Bal. Car'd For'd		

LEGAL & EAGLE
Law Firm
1933 Back St.
Philadelphia, PA.

193

11-1
1126

____________19____

Pay to the
order of ______________________________ $________

______________________________________DOLLARS

PHILADELPHIA TRUST
Philadelphia, PA.
131 100 96

____

194 $______
Date__________19______
To____________________
For___________________

	[illegible]	[illegible]
BAL. BROT. FOR'D		
Amt. Deposited		
" "		
Total		
Amt. This Check		
Bal. Car'd For'd		

LEGAL & EAGLE
Law Firm
1933 Back St.
Philadelphia, PA.

194

11-1
1126

____________19____

Pay to the
order of ______________________________ $________

______________________________________DOLLARS

PHILADELPHIA TRUST
Philadelphia, PA.
131 100 96

____

Criterion Evaluation:

195 $______
Date______ 19______
To______
For______

	DOLLARS	CENTS
BAL. BROT. FOR'D.		
Amt. Deposited		
" "		
Total		
Amt. This Check		
Bal. Car'd. For'd.		

LEGAL & EAGLE
Law Firm
1933 Back St.
PHILADELPHIA, PA.

195
11-1
1126
______ 19___

Pay to the
order of______ $______

______ DOLLARS

PHILADELPHIA TRUST
Philadelphia, PA.______
131 100 96

19[illegible] $______
Date______ 19______
To______
For______

	DOLLARS	CENT
BAL. BROT. FOR'D		
Amt. Deposited		
" "		
Total		
Amt. This Check		
Bal. Car'd. For'd.		

LEGAL & EAGLE
Law Firm
1933 Back St.
Philadelphia, PA.

196
11-1
1126
______ 19___

Pay to the
order of______ $______

______ DOLLARS

PHILADELPHIA TRUST
Philadelphia, PA.
131 100 96

If you have finished preparing the checks for Mr. Legal's signature, you have completed the Criterion Evaluation.

STUDENT COMPETENCY SHEET

MODULE 04: Bookkeeping Duties

Competency Statement 03: Inspect invoices for accuracy

Performance Objective: Given an invoice, copies of the original purchase orders and merchandise received, you will inspect the invoices for accuracy. You must report all descrepancies with 100% accuracy and receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.
2. Obtain a copy of Student Handout 04/03/01, "Inspecting Invoices for Accuracy." and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.
3. Obtain an invoice, a purchase order and a set of merchandise received from your instructor. Check the invoice for accuracy, and report all discrepancies with 100% accuracy. Have your instructor check your work. When you have completed this satisfactorily and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given an invoice, copies of the original purchase orders and merchandise received, you will inspect the invoices for accuracy. You must report all discrepancies with 100% accuracy and receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Reported errors in quantity	______	______
2. Reported errors in specifications.	______	______
3. Reported errors in unit price.	______	______
4. Reported errors in total amount for each item.	______	______
5. Reported errors in total amount of order.	______	______
6. Recorded information on shipping document.	______	______

STUDENT HANDOUT 04/03/01
INSPECTING INVOICES FOR ACCURACY

When merchandise is delivered to your law office, you, the secretary are likely to receive it. Before you accept the delivery, you must check the invoice to be sure that: the merchandise ordered was sent in the correct quantity and type; the amount of merchandise received is the same as the amount noted on the invoice; and that the price of the merchandise is correctly figured.

To check an invoice for accuracy you must:

1. Verify the quantity of each item. That is, you should check to see that the amount ordered is the amount on the invoice and that the amount on the invoice is the same as the amount delivered.

2. Verify the specifications of each item. That is, check to see that the items delivered are the correct size, color and price.

3. Verify the total amount for each item. The unit price times the number of items delivered should equal the cost of the items shown on the invoice.

4. Verify the amount of the order. The total for each item plus the tax and shipping and handling charges should equal the total amount due shown on the invoice.

If all of the above conditions are met, you should initial the invoice and accept the order. If there is a mistake in any part of the shipping procedure, it should be noted on the invoice. You should have the delivery person initial the invoice and you should refuse the order. The company should be contacted by letter as soon as possible.

A correct invoice might look like the one on the following page.

M.S. SPENCER CO.
112 Morgan Road
Tireville, WV

July 8, 1978

Ⓐ Number	Ⓑ Item	Ⓒ Unit Price	Ⓓ Total
12 reams	100% rag bond	$7.50/ream	$90.00
8 reams	personalized stationery	$9.75/ream	$78.00
12 boxes	personalized envelopes	$4.50/box	$54.00
	shipping charges		$ 2.25
	state tax		$ 6.73
	TOTAL		Ⓔ $230.98

A. The numbers of each item listed on the invoice matches the number ordered and the number delivered.

B. The specifications (type of paper and envelopes) listed on the invoice matches the specifications of the order and the delivery.

C. The unit price is correct.

D. The total for each item is correct. (That is the number x the unit price = the total.)

E. The total due is correct. (That is, the total for the first item + the total for the second item + the total for the third item + the shipping and handling charges + state tax = total due.)

Practice exercises:

State whether the following are true or false.

____1. If there is an error on the invoice, you should keep the merchandise and write the company about it two weeks later.

____2. You ordered 14 reams of 8½" x 14" paper and 10 reams of 8½" x 11" paper were delivered. You should initial the invoice, tip the delivery person and continue typing the letter you were working on.

____3. If the unit price is $4.25 and you received 6 units, the total for that item should be $25.50.

STUDENT HANDOUT 04/03/01 - Page 3

_____4. The total for the first item was $12.37, the total for the second item was $8.21 and the state tax was $.62. There was no shipping or handling charge. The total due, $21.20, is correct.

_____5. You ordered 100% rag bond. The company sent you 40% rag bond. You should keep the paper since it's less expensive.

STUDENT COMPETENCY SHEET

MODULE 04: Bookkeeping Duties

Competency Statement 04: Prepare and post petty cash vouchers

Performance Objective: Given a supply of blank petty cash vouchers, client records and the completed petty cash receipts, you will prepare a petty cash voucher for each disbursement, which is chargeable to a client account. All entries must be made with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learing Activity #2.

2. Read carefully pages 505 through 508, "The Petty Cash Fund," in Secretarial Office Procedures and answer the following questions. Have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #3.

   A. Describe the steps in establishing a petty cash fund.

   B. Who should sign the petty cash receipt?

   C. Do you need a receipt for all payments?

   D. Describe the steps to replenish the petty cash fund.

3. Obtain blank petty cash receipts and a petty cash box from your instructor. Role play with another student in your class, taking turns acting like the secretary who is in charge of the petty cash, and the lawyer, delivery person or messenger who must be given money from the petty cash box. Practice filling out the receipt, making sure that you include the date, receipt number, amount paid, reason for payment and account name or number which will be charged. You must have the recipient sign the receipt. Have your instructor check your receipts to make sure they are filled out correctly and completely. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of Student Handout 04/04/01, "Preparing and Posting Petty Cash Vouchers," and read it carefully. Do the

Learning Activities Continued:

exercises at the end of the handout and have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain from your instructor a supply of blank petty cash vouchers, client records and the completed petty cash receipts from the petty cash box. Choose which petty cash expenditures are chargeable to client accounts and prepare and post the petty cash vouchers. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

Given a supply of blank petty cash vouchers, clients' records and the completed petty cash receipts you will prepare and post a petty cash voucher for each disbursement which is chargeable to a client's account. All entries must be made with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Chose the petty cash receipts chargeable to clients' accounts		
2. Prepared vouchers accurately.		
3. Attached vouchers to proper clients' records.		

STUDENT HANDOUT 04/04/01
PREPARING AND POSTING PETTY CASH VOUCHERS

In order to charge client and office accounts for petty cash expenses, you must be able to prepare and post petty cash vouchers. Because you need to keep your petty cash receipts with the petty cash box, to balance it, you must fill out a voucher to attach to the client file. The voucher should be filled out and posted immediately after the petty cash expenditure.

1. Copy from the receipt the client account number. Check in your log book to see what client has been assigned this number, and write the client name on the voucher.
2. Copy from the receipt the amount of the expenditure, the purpose for which the money was used, the date, and the name of the person authorizing the expenditure. Initial the receipt.
3. Record the amount of the petty cash expenditure on the client account sheet and attach the voucher to the client's file.

The petty cash voucher will probably be pre-printed, but if they are not, you might design a form like the one shown below:

PETTY CASH VOUCHER

Acct. No.______
Client______________________________

Date_____________

Purpose
__Messenger __Postage
__Transportation __Telegram
__Other____________________________
____
____

Amount_________

Authorized by_____________________

Voucher Prepared by_____________

STUDENT HANDOUT 04/04/01 - Page 2

You should save the petty cash receipts even after you have reconciled the petty **cash** box so that you have records of who received the money. You should have a special place in your alphabetical files for them.

Practice Exercises:

Fill out petty cash vouchers for the following expenditures. List the steps you would follow after filling out the vouchers. If you have any questions, your instructor will assist you. You may use the "vouchers" on the Student Answer Sheet.

1. $6.25 was given to your employer for cab fare to the federal court house on Tuesday, 8/29/78. This is chargeable to client account #6129, Morgan Merchandise Manufacturers.

2. $2.07 was spent on postage to send insured materials to Dr. David O. Johnson. Your employer, Sarah Mason, authorized the expenditure. The package was sent on 8/24/78 and is chargeable to account #6007, Lawson, Vickie.

3. $18.57 was spent by your employer, Daniel Davis, on a meal when he was lunching with Clyde Roberts on 8/29 to discuss Mr. Roberts' application for employment. This is chargeable to the office entertainment account, Acct. #006.

Student Answer Sheet:

PETTY CASH VOUCHER

Acct. No. ________
Client ______________________________
Date ______________

Purpose
__Messenger __Postage
__Transportation __Telegram
__Other ____________________________
____
____

Amount ________
Authorized by ____________________
Voucher Prepared by ______________

PETTY CASH VOUCHER

Acct. No. ________
Client ______________________________
Date ______________

Purpose
__Messenger __Postage
__Transportation __Telegram
__Other ____________________________
____
____

Amount ________
Authorized by ____________________
Voucher Prepared by ______________

Student Answer Sheet Continued:

PETTY CASH VOUCHER

Acct. No.________
Client______________________________

Date______________

Purpose

__Messenger __Postage
__Transportation __Telegram
__Other ___________________________
____
____

Amount________

Authorized by____________________

Voucher Prepared by______________

Criterion Evaluation:

Given the following blank petty cash vouchers, clients' records, and the completed petty cash receipts, prepare and post a petty cash voucher for each disbursement which is chargeable to a client's account.

PETTY CASH VOUCHER

Acct. No.________
Client______________________________

Date______________

Purpose
__Messenger __Postage
__Transportation __Telegram
__Other______________________________
____
____

Amount________

Authorized by____________________

Voucher Prepared by______________

PETTY CASH VOUCHER

Acct. No.________
Client______________________________

Date______________

Purpose
__Messenger __Postage
__Transportation __Telegram
__Other______________________________
____
____

Amount________

Authorized by____________________

Voucher Prepared by______________

Criterion Evaluation Continued:

PETTY CASH VOUCHER

Acct. No.________
Client______________________________

Date_____________

Purpose
__Messenger __Postage
__Transportation __Telegram
__Other_____________________________
____
____

Amount________

Authorized by__________________

Voucher Prepared by______________

PETTY CASH VOUCHER

Acct. No.________
Client______________________________

Date_____________

Purpose
__Messenger __Postage
__Transportation __Telegram
__Other_____________________________
____
____

Amount________

Authorized by__________________

Voucher Prepared by______________

Criterion Evaluation Continued:

PETTY CASH VOUCHER

Acct. No.________
Client______________________________

Date______________

Purpose
__Messenger __Postage
__Transportation __Telegram
__Other______________________________
____
____

Amount_________

Authorized by____________________

Voucher Prepared by______________

PETTY CASH VOUCHER

Acct. No.________
Client______________________________

Date______________

Purpose
__Messenger __Postage
__Transportation __Telegram
__Other______________________________
____
____

Amount_________

Authorized by____________________

Voucher Prepared by______________

Criterion Evaluation Continued:

FREEDOM & JUSTICE
PETTY CASH RECEIPT

No. 101 Date July 11 19 78
Received of Freedom & Justice $ 1. 25/100

One and twenty-five cents ———— DOLLARS

For Postage

Account Charged Postage #003 Signed Your Name

FREEDOM & JUSTICE
PETTY CASH RECEIPT

No. 102 Date July 13 19 78
Received of Freedom & Justice $ 8. 00/100

Eight and no cents ———— DOLLARS

For Cab fare to Federal Court

Account Charged A. Mellon #1532 Signed Your Name

FREEDOM & JUSTICE
PETTY CASH RECEIPT

No. 103 Date July 14 19 78
Received of Freedom & Justice $ 5. 50/100

Five dollars and fifty-cents ———— DOLLARS

For Copy of court documents

Account Charged P. Galore #1968 Signed Your Name

Criterion Evaluation Continued:

FREEDOM & JUSTICE
PETTY CASH RECEIPT

No. 104 Date July 14 1978
Received of Freedom & Justice $10.00/100
Ten dollars and no cents DOLLARS
For True Copy
Account Charged John Smith #1839 Signed Your Name

FREEDOM & JUSTICE
PETTY CASH RECEIPT

No. 105 Date July 17 1978
Received of Freedom & Justice $15.00/100
Fifteen dollars and no cents DOLLARS
For Recording Fee
Account Charged Eniy Eod #1111 Signed Your Name

FREEDOM & JUSTICE
PETTY CASH RECEIPT

No. 106 Date July 20 1978
Received of Freedom & Justice $1.50/100
One dollar and fifty-cents DOLLARS
For Postage
Account Charged Michael D Larsen #1983 Signed Your Name

Criterion Evaluation Continued:

#1111

#1968

#1532

#1953

#003

#1839

STUDENT COMPETENCY SHEET

MODULE 04: Bookkeeping Duties

Competency Statement 05: Initiate and maintain client account sheets

Performance Objective: Given a supply of client account sheets, and the necessary records specifying the various expenses for which the client is to be charged, you will complete the client account sheets and balance them. All computations must be done with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.
2. Obtain a copy of Student Handout 04/05/01, "Initiating and Maintaining Client Account Sheets," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.
3. Obtain from your instructor a supply of client account sheets and the necessary records specifying the various expenses for which the client is to be charged. Fill out the account sheets and have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a supply of client account sheets and the necessary records specifying the various expenses for which the client is to be charged, you will complete the client account sheets. All computations must be done with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Placed all billable expenses in correct columns.	________	________
2. Placed all payments in correct columns.	________	________
3. Make all computations accurately.	________	________

STUDENT HANDOUT 04/05/01
INITIATING AND MAINTAINING CLIENT ACCOUNT SHEETS

There will be two main types of charges you will make to your clients: time charges and charges for disbursements. Because time is the only thing that your employer has to sell, it is important that all time charges be recorded accurately and completely.

The attorney will record each day's activities on a time sheet which will probably be similar to the one shown below:

DAILY TIME RECORD

8:00	1:00
8:15	1:15
8:30	1:30
8:45	1:45
9:00	2:00
9:15	2:15
9:30	2:30
9:45	2:45
10:00	3:00
10:15	3:15
10:30	3:30
10:45	3:45
11:00	4:00
11:15	4:15
11:30	4:30
11:45	4:45
12:00	5:00
12:15	5:15
12:30	5:30
12:45	5:45

Your employer will either give you the handwritten record or will dictate his time record into a dictating machine. You should type his entries in a format like the one shown below:

TIME RECORD

Martha Levin
August 1, 1978

8:00 - 8:15	Opened mail
8:15 - 9:30	Research, Martin case
9:30 -11:15	Mary Thomas in office, divorce
11:15 -12:30	Courthouse, Lawson title
12:30 - 1:30	Lunch
1:30 - 2:30	Office staff meeting
2:30 - 5:00	Courthouse, Lawson title
5:00 - 6:15	Martin case

You should keep a copy for your records, and give the original to your employer for his or her records.

From the attorney's time sheet, you will transfer the charges to a client account sheet. The client account sheet will probably look like the one shown at the end of the handout. You should file your completed client account sheets alphabetically in a three-ring notebook. You will probably want to keep the notebook and the blank account sheets in your alphabetic files. You will want to record time charges and disbursements daily, so that you are less likely to forget to charge a client for a service.

To complete the client account sheet, you should:

1. Write the name of the case and the file number on the top of the file number on the top of the account sheet, (Part A of the sample at the end of the handout) exactly as it appears in your records.
2. Fill in the date the service was rendered, not the date it was recorded in the farthest left column, (Part B of the sample at the end of the handout).
3. Record the type of service rendered or the way the payment was made in the second column of the sheet, (Part C of the sample at the end of the handout).

4. Record the amount of the charge or the amount of the payment in the appropriate column: time charges or fee, disbursements, miscellaneous charges or payments, (Part D, E, F, or G of the sample at the end of the handout). The cents are recorded in the far right portion of the column, and the dollars in the columns to the left with one number in each column.

To compute the time charges, you add the number of hours and minutes your employer worked on a case, and multiply the total (expressed in decimals) by your employer's hourly rate. 15 minutes is 1/4 of an hour or .25 hours; 30 minutes is 1/2 of an hour or .5 hours and 45 minutes is 3/4 of an hour or .75 hours. For example: Martha Levin worked on the Martin case 2 1/2 hours on August 1, 1978; 1 hour 15 minutes (8:15-9:30) + 1 hour 15 minutes (5:00-6:15). Her rate is $50.00 per hour.

You should record who performed the service, how many hours were spent and the hourly rate in the "service" column, and the total charge in the "time or charges or fee" column. 50 dollars/hour x 2.5 hours = 125 dollars. You must compute the charges for each case in this way from your employer's daily time sheets and record them on the client account sheets.

Sometimes, your employer will charge a flat fee for a certain type of work instead of charging an hourly fee. In this case, you record only the type of service, the person who rendered it, and the fee on the client account sheet not the hours and the rate. For example, your employer might charge $125.00 for writing a will regardless of how many hours it took. In this case, you would record "will" in the "service" column and $125 in the "time charges or fee" column.

When you make disbursements, you will want to keep a careful record so that you can charge your client. Some typical items that are charged under the "disbursements" column are: petty cash expenses, court costs, long-distance telephone calls, machine copies, witness fees and attorney's travel expenses. These expenses should be recorded as they are incurred. Check with your employer if you are uncertain as to whether to charge a client for a certain expenditure. Write the type of disbursement made in the "service" column, the date the disbursement was made in the "date" column and the exact amount of the charge in the "disbursement" column.

Record any charges which seem to be neither time charges or fees nor disbursements in the "miscellaneous charges" column, and describe the service in the "service" column.

Record the date the payment was received in the "date" column of the client account sheet; the way the payment was made (i.e. "cash," "personal check #427," etc.) in the "service" column; and the exact amount of the payment in the "payment" column.

Practice Exercises:

1. State whether the following are true or false.

_____A. To compute the time charge, you multiply the number of hours (expressed in decimal form) by the rate.

_____B. 15 minutes is .75 hours.

_____C. Time charges should be dated on the client account sheets with the date they were recorded, not the date they were rendered.

_____D. If your employer charges a flat fee for the service, you do not record the hours he or she spent working on the case.

_____E. Payments are recorded on a different page.

2. Record the following information for the Kettle case in the correct columns on a Client Account Sheet. If you have any questions, your instructor will assist you. You may use the Student Answer Sheet to record your answers.

Kettle, Mark L. vs. Marsha Kettle, #610.2

1 hour 15 minutes, consultation with Don Peterson at $40 per hour (8/1/78)

2 1/2 hours, wrote agreement - Don Peterson at $40 per hour (8/8/78)

$50 court fee

$1.75 machine copies

$100.00 expert witness, Dr. John Psychic

SAMPLE

A MARTIN, RITA L. V. LINDSAY MOVERS

#1772

B. DATE	C. SERVICE	D. TIME CHARGES OR FEE 1	E. DISBURSEMENTS 2	F. MISCELLANEOUS CHARGES 3	4	G. PAYMENTS 5
8/1/78	Martha Lewis 25 hours @ $50/hr	125 00				

STUDENT ANSWER SHEET

			1	2	3	4	
1							
2							
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38							
39							
40							

Criterion Evaluation:

Your employer has given you the following time records. Given the time records and other records, you will complete the client account sheets.

TIME RECORD

Tim Songer
September 10, 1978

8:00 - 10:00	Title search; Ludlum
10:00 - 10:15	Opened mail
10:15 - 10:30	Read law journal
10:30 - 12:00	Research, Stills case
12:00 - 1:00	Lunch
1:00 - 4:00	In court, Stills case

TIME RECORD

Sally Burger
September 10, 1978

8:00 - 9:00	Opened mail, personal calls
9:00 -10:30	Opal Songer in office, divorce
10:30 -11:30	Brad Dillmon in office
11:30 - 1:00	Lunch
1:00 - 4:00	Research, Red case

Criterion Evaluation Continued:

TIME RECORD

John Paul
September 10, 1978

8:00 - 12:00	In court, Hurst case
12:00 - 1:00	Lunch
1:00 - 4:00	In court, Hurst case

The fee charged by each lawyer is $100 per hour.

The client account sheets that you will need are on the following pages.

LUDLUM, JOHN
1523

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSE-MENTS	3 MISCELL-ANEOUS CHARGES	4	5 PAYMENTS

STILLS, STEVE
1611

176

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS

SONGER, OPAL

1700

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSE-MENTS	3 MISCELL-ANEOUS CHARGES	4	5 PAYMENTS

DILLMAN, BRAD
#1516

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS

RED, JOHN W.
1863

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSE-MENTS	3 MISCELL-ANEOUS CHARGES	4	5 PAYMENTS

183

~~RED, JOHN W.~~ HURST, DOROTHY S.
~~# 1863~~ # 1955

	DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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STUDENT COMPETENCY SHEET

MODULE 04: Bookkeeping Duties

Competency Statement 06: Prepare client statements

Performance Objective: Given blank client statement forms, and completed client account sheets, you will prepare client statements. You must prepare both summary statements and itemized statements. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 04/06/01, "Preparing Client Statements," from your instructor. Read it carefully and do the exercises at the end of the handout. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain from your instructor blank client statement forms, and completed client account sheets. Prepare the client statements and have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a blank client statement form and completed client account sheets, you will prepare the client statements. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Correctly transferred information from client account sheets.	________	________
2. Typed summary statements correctly.	________	________
3. Typed itemized statements correctly.	________	________

STUDENT HANDOUT 04/06/01
PREPARING CLIENT STATEMENTS

When you bill your clients, you will use one of two billing styles: summary billing or itemized billing. For the summary billing method, you will probably type the statement on letterhead stationery, and list the totals of the columns on your client account sheets. You should put the inside name and address just as they appear on the client records. A summarized bill might look like the one below:

RICH & FAMOUS
Attorneys at Law
619 Banking Square
1525 Main Boulevard
State Capitol, WV
555-6127

August 1, 1978

Joseph M. Riley
622 Main Ave.
State Capitol, WV

For services rendered, our charges to this date are $621.75 as listed below:

Time charges and fees	$618.75
Disbursements	$ 3.00
TOTAL	$621.75

If payments had been made, "Payments" and the date it was received would be typed under the "Total" line, and the amount of payment typed under the total amount. A line would be drawn under the amount of payment, and the payment would be subtracted from the total charges, and a new total would be computed. A statement of an account on which payment had been received would look like the one below:

Time charges & fees	$618.75
Disbursements	3.00
TOTAL	$621.75
Payment Received 7/25/78	$500.00
TOTAL	$121.75

Your employer may prefer that you use pre-printed billing statements instead of letterhead stationery. The format on the summarized bill would be the same.

An itemized bill is a detailed version of the summarized bill. The first page of the itemized bill is the same as the summarized bill, but you note that the attachments explain the charges. The attachments are copied directly from your client account sheets, in the same form, giving the date the service was rendered, and the charge for it. You would type the itemized statement on plain paper. An itemized statement attachment would look like the one shown below:

Client Name & Acct.#

Date	Service	Time Charges or Fees	Disbursements	Payments
7/11	Dan Rich, 3.75 hrs. @ $45/hr.	$168.75		
7/12	Machine copies		$1.75	
7/19	Dan Rich, 3.5 hrs. @ $45/hr.	$157.50		
7/19	Messenger		$1.25	
7/25	Check #472			$500
7/29	Dan Rich, 6.5 hrs. @ $45/hr.	$292.50		
	TOTALS	$618.75	$3.00	$500

STUDENT HANDOUT 04/06/01 - Page 3

Be sure to find out whether your employer prefers summarized or itemized statements. Keep a copy of the statement and file it alphabetically under "Client Statements" in your alphabetic files. You may also want to attach a copy of the statement to the client file. Mail the original of the statement to the client.

Practice Exercises:

Type the following information in itemized statement form. If you have any questions, your instructor will assist you:

1. Client name: I. M. Williams
   621 Bascombe Estates
   Manchester, WV

   Case name: State vs. I. M. Williams
   File number: 1622

   Charges:
   12/21 Dana Lowendick, 3.25 hours @ $50/hour
   12/22 Long distance phone $4.21
   12/27 Dana Lowendick, 1 hour, 30 minutes @ $50/hour
   12/29 machine copies, $1.35
   12/31 court costs, $55.00

2. Client name: Earl Parson
   1411 High Street
   Tomlinson, WV
   Case name: Parson, Earl V. Tomlinson Water Co.
   File number: 1107.2
   Charges:
   4/12 Charles Barker, 4 hours 30 minutes @ $45/hour
   4/17 machine copies, $3.45
   4/17 long distance phone, $7.28
   4/18 payment, personal ck #723, $175.00
   4/21 Charles Barker, 2 hours 15 minutes @ $45/hour
   4/21 messenger, $4.50

Criterion Evaluation

Type an itemized statement for each of the following client accounts: Rachel Grumppe, 413 Herrick Street, Bluebramble, WV; Morris Autry, 6131 Masonic Avenue, Shenandoah, WV; Sandy Hardman, 1127 Perfect Place, Little River, WV. The client account sheets that you will need are attached. You may type your answers on the "statements" shown on the Student Answer Sheet.

RACHEL GRUMPPE
# 4127

Rachel D Grumppe V. County Land Insurance Co.

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSE-MENTS	3 MISCELL-ANEOUS CHARGES	4	5 PAYMENTS
3/15/78	Mike Thomasson, 2 hrs @ $60/hr.	120 —				
3/15/78	Machine copies		4 25	~~4 25~~		
3/15/78	Long Distance Telephone		7 65			
3/20/78	Mike Thomasson, 6 hrs @ $60/hr.	360 —				
3/20/78	Expert witness fee		100 00			

Morris Autry
#602.7

State V. Morris Autry

DATE	SERVICE	1 TIME CHARGES OR FEES	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS
3/3/78	CHARLES GOLDSMITH, 2½ HRS @$40/HR	100 —				
3/6/78	CHARLES GOLDSMITH, 4 HRS @$40/HR	160 —				
3/7/78	COURT COSTS		50 —			
3/8/78	TRAVEL, CHARLES GOLDSMITH		63 50			
3/8/78	LODGING, CHARLES GOLDSMITH		27 50			
3/9/78	MACHINE COPIES		4 75			
3/10/78	MESSENGER		8 50			

SANDY HARDMAN
4562.1

189

HARDMAN, SANDY V. PREIST BROS. BUILDERS

DATE	SERVICE	1 TIME CHARGES OR FEES	2 DISBURSE-MENTS	3 MISCELL-ANEOUS CHARGES	4	5 PAYMENTS
1/7/78	JOHN STEWART, 2 HRS @ $50/HR.	100 00				
1/7/78	LONG DISTANCE PHONE		4 36			
1/8/78	COURT COSTS		50 —			
1/8/78	JOHN STEWART, 4 HRS @ $50/hr	200 00				
1/10/78	PAYMENT, CK # 273					150 —
1/12/78	MACHINE COPIES		3 25			
1/12/78	TELEGRAM		2 60			

STUDENT ANSWER SHEET FOR CRITERION EVALUATION

RICH & FAMOUS
Attorneys at Law
619 Banking Square
1525 Main Boulevard
State Capitol, WV
555-6127

Student Answer Sheet for Criterion Evaluation - Page 2

Student Answer Sheet for Criterion Evaluation - Page 3

RICH & FAMOUS
Attorneys at Law
619 Banking Square
1525 Main Boulevard
State Capitol, WV
555-6127

Student Answer Sheet for Criterion Evaluation - Page 4

RICH & FAMOUS
Attorneys at Law
619 Banking Square
1525 Main Boulevard
State Capitol, WV
555-6127

Student Answer Sheet for Criterion Evaluation - Page 6

STUDENT COMPETENCY SHEET

MODULE 04: Bookkeeping Duties

Competency Statement 07: Prepare tax withholding forms

Performance Objective: Given the appropriate tax tables and withholding forms, you will prepare the state and federal tax withholding forms for yourself as an employee of a law firm. You must complete all computations and all typing with 100% accuracy. You may use the instructions which are provided with the forms as a reference. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Attend a lecture given by your instructor on using state tax tables and preparing state tax withholding forms. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain state tax withholding forms and state tax tables from your instructor. Complete the withholding forms according to your instructor's specifications and have him or her check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Attend a lecture given by your instructor on using federal tax tables and preparing federal tax withholding forms. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a set of federal tax withholding forms and federal tax withholding tables from your instructor. Complete the withholding forms according to your instructor's specifications and have him or her check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given the appropriate tax tables and withholding forms, you must prepare the state and federal withholding forms for yourself as an employee of a law firm. You must complete all computations and all typing with 100% accuracy. You may use the instructions which are provided with the forms as a reference. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Made computations for state withholding correctly.	________	________
2. Made computations for federal withholding correctly.	________	________
3. Completed typing with 100% accuracy.	________	________

STUDENT COMPETENCY SHEET

MODULE 04: Bookkeeping Duties

Competency Statement 08: Prepare office payroll

Performance Objective: Given tax tables, employees' earnings records with headings filled in, a payroll register, and a supply of payroll checks, you will prepare the payroll records and payroll checks for one month. The payroll register should be completed, a check prepared and each line of the payroll register posted to the corresponding earnings record. You must complete all tasks with 100% accuracy, and must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.
2. Attend a lecture given by your instructor on preparing the payroll register. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #3.
3. Obtain a payroll register and other necessary materials and complete the payroll register according to your instructor's specifications. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.
4. Attend a lecture given by your instructor on posting information on employees' earnings records. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #5.
5. Obtain a completed payroll register and employees' earnings records with the heading filled in. Post each line of the payroll register to the employees' earnings records. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given tax tables, employees' earnings records with headings filled in, a payroll register, and a supply of payroll checks, you will prepare the payroll records and payroll checks for one month. The payroll register should be completed, a check prepared and each line of the payroll register posted to the corresponding earnings record. You must complete all tasks with 100% accuracy, and must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Prepared payroll register with 100% accuracy.	______	______
2. Prepared payroll checks with 100% accuracy.	______	______
3. Posted each line of payroll register to earnings record with 100% accuracy.	______	______

STUDENT COMPETENCY SHEET

MODULE 05: Filing Duties

Competency Statement 01: Establish a desk directory

Performance Objective: Given a card file, a telephone directory, and a list of persons, agencies, and firms associated with your law office, you will establish a desk directory listing the name, address, and telephone number of each person, agency, or firm. All entries must be correctly alphabetized. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 05/01/01, "Establishing a Desk Directory," from your instructor. Read it carefully and do the exercises at the end of the handout. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain from your instructor a card file, a telephone directory, and a list of persons, agencies, and firms associated with your law firm. Establish a desk directory listing the names, addresses, and telephone numbers of these persons, agencies, and firms. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a card file, a telephone directory, and a list of persons, agencies, and firms associated with your law office, you will establish a desk directory listing the names, addresses, and telephone numbers of these persons, agencies, and firms. All entries must be correctly alphabetized. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Listed each name, address, and telephone number correctly.		
2. Alphabetized entries correctly.		
3. Alphabetized all persons' names listed under agencies or firms correctly.		

STUDENT HANDOUT 05/01/01
ESTABLISHING A DESK DIRECTORY

You will want to establish a desk directory which contains names, addresses and telephone numbers of people, agencies and firms which you must frequently contact. An up-to-date desk directory will save you a lot of time because you can avoid looking up addresses and telephone numbers in the files each time you need them.

To set up your desk directory, you should obtain a file box, file cards and alphabetical file divider. A file box is convenient to use because the cards can be removed when they are no longer current, and new cards can be added with no difficulty.

The file cards should be a standard size and format. That is, the entries should be in the same place on each card for easy reference. One possible format is shown below:

Name
(in all caps)

Telephone #

Address

____

____

Other Pertinent Information

The file cards should be alphabetized, and inserted in the card file between the appropriate file dividers. Generally, the cards are placed behind the file dividers.

Your first entries in your desk directory might be the police and fire departments and the ambulance service. You would also probably want to list the names, addresses and telephone numbers of state, local and federal courts and court offices. You will add other numbers to the directory as you are working--when you notice that you have to call a number frequently, you should make a card for that person, agency or firm and place it in your desk directory.

Sometimes there will be several people within an agency or firm whom you contact regularly. In this case, the names or the individuals should be alphabetized on the firm or agency card. Some examples are shown below:

STUDENT HANDOUT 05/01/01 - Page 2

JACKSON, MILLER & TURNER 555-6705

Tanya Jackson, ext. 42
Jim Miller, ext. 21
Adam Turner, ext. 97
Beth Wagner, ext. 32

Suite 1700
1595 Peoples Plaza
Hometown, WV

WEST VIRGINIA SUPREME COURT 555-3242

James Batty, Chief Justice, ext. 5
Martha Jones, Court Administrator, ext. 18
Ben Sutton, Chief Clerk, ext. 27
Elaine Vogle, Justice, ext. 6

State Capitol Bldg.
Capital City, WV

Practice Exercises:

Complete the following exercises. If you have any questions, your instructor will assist you.

1. Alphabetize the following names: Benny Thompson, Jane Thomas, Susan Blackman, Allen Thomas, Martha James.

2. Number the following cards in the order in which you would place them in your desk directory:

CITY POLICE 555-2000

City Hall
This Town, WV

STUDENT HANDOUT 05/01/01

FIRE DEPARTMENT 555-5000

City Hall
This Town, WV

ALLISON'S TERRIFIC TYPEWRITERS 555-2954

123 Second Street
Hanover, WV

CLARK, CASEY & COREY 555-9898

705 New Bank Building
Richer Square
Our Town, WV

WICKER, TAFT & WALLER 555-2112

206 Madison Hall
One Jefferson Plaza
Taxville, WV

STUDENT HANDOUT 05/01/01

3. Put the following information on the 3" x 5" file card shown below:

Name of firm - David McHardy, Inc.
Phone Number - 555-7689
Address - 210 Small Building, 629 Grant Street, Leesville, WV
People at Firm: Jane Lawson, Service Mgr. - ext. 696
Bob Mason, Parts Dept. - ext. 437
Ellen Wegman, General Manager - ext. 361

Criterion Evaluation:

Make a desk directory using a card file and telephone directory provided by your instructor and the names and addresses listed below.

1. James Gainer
   Bureau of Vital Statistics
   Ext. 24
   1800 Washington St.
   Charleston, WV

2. City Police

3. Kathy McKown
   Bureau of Vital Statistics
   Ext. 26

4. Ambulance Service

5. Mike Anderson - Attorney at Law
   1711 Main St.
   Rainelle, WV
   Ph. - 967-3124

6. Federal Bldg.
   500 Quarrier St.
   Charleston, WV 343-6181

7. Internal Revenue Service
   Tax Information
   and Forms 1-800-642-1931

8. City Mayor

9. Municiple Court Judge

10. Mary Komons - Attorney
    101 37th St., S.E.
    Romney, West Virginia 962-2317

11. City Hospital

12. Russel McLeary
    131 Blackwell Dr.
    Fairmont, WV 347-3179

13. Adrian Carter
    Bureau of Vital Statistics
    Ext. 31

14. Paul Moore - Attorney
    514 Poplar Dr.
    Summersville, WV 892-7715

Criterion Evaluation Continued:

15. William R. Chase
Bureau of Vital Statistics
Ext. 29

16. Gilbert Chander - Attorney
P.O. Box 37
Ashford, WV 836-5930

17. Ira Elkins - Attorney
2032 Lincoln Ave.
Huntington, WV 696-3170

18. City Hall

19. Insurance Commission
1800 Washington St., E.
Charleston, WV 348-3386

20. State Tax Department
Legal Division
Capitol Bldg. 348-5330

21. Local Headquarters - West Virginia Department of Highways

22. Lane, West and L'air
1117 Ivywood Lane
Wheeling, West Virginia 767-7458

23. Megan Phillips
Bail Bond Service
2120 Scott Blvd. 371-4105
Beckley, West Virginia

24. Circuit Court Clerk

25. Benjamin Quillen - Attorney
3983 Park Ave. 555-2173
Elkins, West Virginia

STUDENT COMPETENCY SHEET

MODULE 05: Filing Duties

Competency Statement 02:	Establish a file of legal forms
Performance Objective:	Given 3 legal sized three-ring notebooks and copies of all the forms you will learn to prepare in this class, you will establish a file of legal forms. You will separate them into four categories--court documents, client documents, letters and memoranda, and miscellaneous documents--and arrange the forms alphabetically by their categories. in the notebooks. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 05/02/01, "Establishing a File of Legal Forms," from your instructor. Read it carefully and do the exercises at the end of the handout. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain file folders and copies of legal forms from your instructor. Establish a file for the forms by separating them into four categories--court documents, client documents, letters and memoranda, and miscellaneous documents--and alphabetizing the categories with the folders. Have your instructor check your work. When you have completed this satisfactorily, and when you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given 3 legal sized three-ring notebooks and copies of all the forms you will learn to prepare in this class, you will establish a file of legal forms. You will separate them into four categories--court documents, client documents, letters and memoranda, and miscellaneous documents--and arrange the forms alphabetically by their categories within the folders. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Separated forms correctly.	______	________
2. Alphabetized categories within notebooks correctly.	______	________
3. Labeled notebook dividers correctly.	______	________

STUDENT HANDOUT 05/02/01
ESTABLISHING A FILE OF LEGAL FORMS

As a legal secretary, you will find your file of legal forms invaluable. Your employer will probably have a file of legal forms, but you should create a file to keep at your desk.

Your file should include a copy of a standard form for each kind of document that you are asked to type. You will establish your file by making a machine or carbon copy for yourself of any document which is not already in your file. You should not save copies of documents which have many unusual clauses or specifications. You want to save copies of documents which seem to be in the standard style your employer uses.

As you save the documents, you should file them alphabetically by their classification in legal size (8 1/2" x 14") three-ring notebooks. You should have a notebook for court documents, one for client documents and one for letters and memoranda. You should group the documents by their classifications in the notebooks, i.e. all forms having to do with corporations (corporate minutes, articles of incorporation, etc.) should be filed under "corporations;" all forms having to do with estates should be filed under "estates," etc. You should then put the classifications in alphabetical order in your three-ring notebook. You will want to make a file divider for each classification.

Your file of legal documents will be especially valuable when your employer gives you the name of the parties involved, and specifications but does not give you a word-by-word copy of what to type. You should then check with your employer to see if the form in your file is adequate for the document you have been asked to type.

Although copies of the legal forms taught in this class will be used for Learning Activity #3 and for the Criterion Evaluation, you must remember that these will not make up your file of legal forms once you have started work. Your file of legal forms must be made up of the forms that your employer uses.

Practice Exercises:

State whether the following are true or false.

______1. If your employer has a file of legal forms, you do not need to make one.

______2. Before you start working, you should call a friend who works for another lawyer in town and ask for a copy of his or her file of legal forms.

______3. Your file of legal forms should be divided into court documents, client documents and letters and memoranda.

STUDENT HANDOUT 05/02/01 - Page 2

______4. The forms will be filed alphabetically by their classification.

______5. You should keep more than one copy of a document in your file.

STUDENT COMPETENCY SHEET

MODULE 05: Filing Duties

Competency Statement 03:	Establish and keep alphabetical system of filing
Performance Objective:	Given a variety of papers (other than client materials), file folders, and file guides, you will establish an alphabetical system of filing, prepare folders and charge-out cards, and file the papers in the proper order within the files. You must complete all tasks with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.
2. Obtain a copy of Student Handout 05/03/01, "Establishing an Alphabetical Filing System," and read it carefully. Complete the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.
3. Obtain file folders, file guides and materials to make charge-out cards, and various papers other than client materials from your instructor. Establish a filing system for the papers. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.
4. Obtain a copy of Student Handout 05/03/02, "Filing Alphabetically." Read it carefully and do the exercises at the end of the handout. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.
5. Obtain from your instructor a set of alphabetical files and papers which need to be filed. File the papers and have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a variety of papers (other than client documents) file folders, and file guides, you will establish an alphabetical filing system, prepare the file folders and charge-out cards, and file the papers correctly. You must complete all tasks with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Prepared file folders correctly.		
2. Prepared charge-out cards correctly.		
3. Filed information correctly.		

STUDENT HANDOUT 05/03/01
ESTABLISHING AN ALPHABETIC FILING SYSTEM

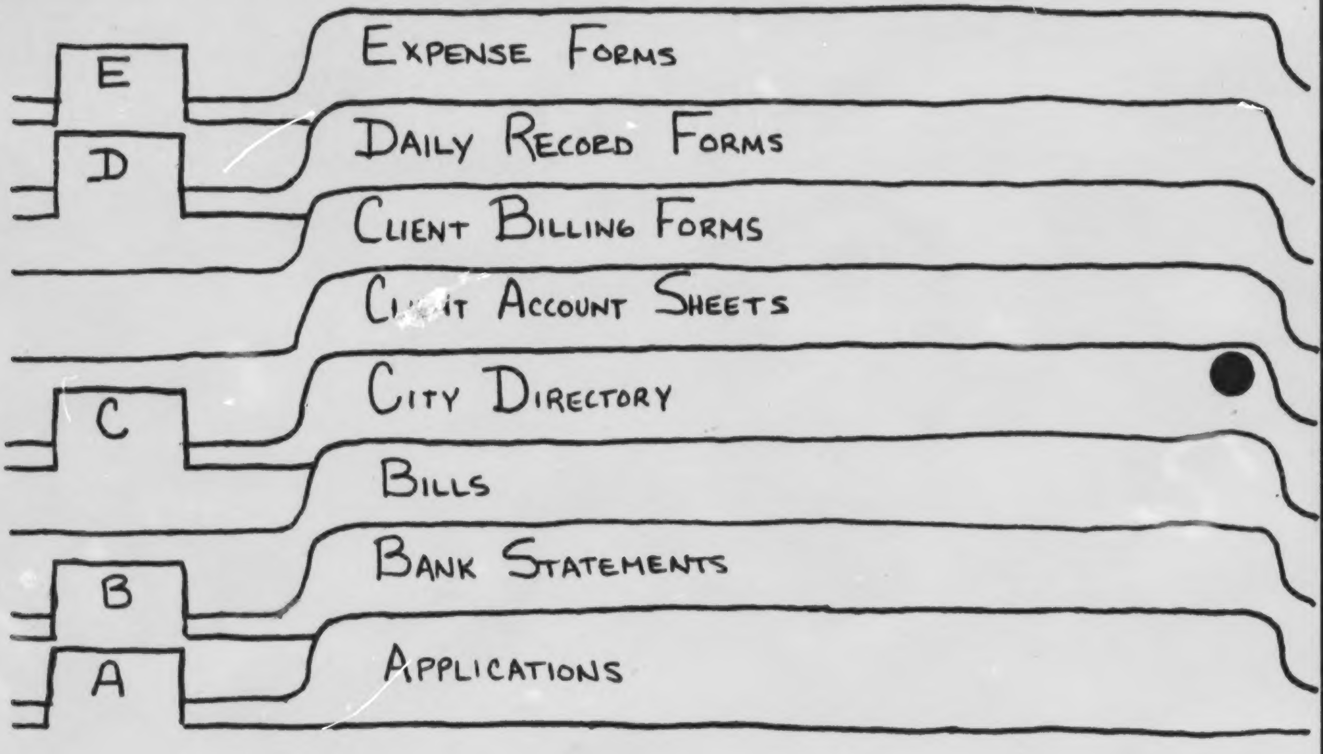
In order to establish a filing system, you will need filing cabinets or shelving and numerous supplies, such as:

1. File guides - which serve as signposts to make filing easier and which support and separate the files. A secondary guide should be used to subdivide a category which has more than ten files.
2. File folders - which should be slightly larger than the papers to protect them. The file folders should be scored at the bottom to allow expansion when the materials are added, and should have a tab at the top for the title. There are many types of folders including those that have fasteners for the contents and those which hang in the drawer. All folders in one drawer should be a standard size.
3. Folder labels - which come in a variety of colors for color coding the files. They should be uniform in size and style to keep the appearance of the file neat.
4. Cross-reference sheets - which are used to facilitate the finding of materials that could be filed in more than one place. Generally, they should be on colored paper to provide contrast for quick spotting.
5. Charge-out cards - which are placed in the drawer when the file is removed. They are made of heavy cardboard, and contain the same information as the tab on the file folder. They should have columns for the name of the person requesting the file, the date and the initials of the person removing the file from the drawer.

Although the client files in a law office are generally kept in a numeric filing system, you will handle many papers which are not client matters and that must be saved. Some examples of these are:

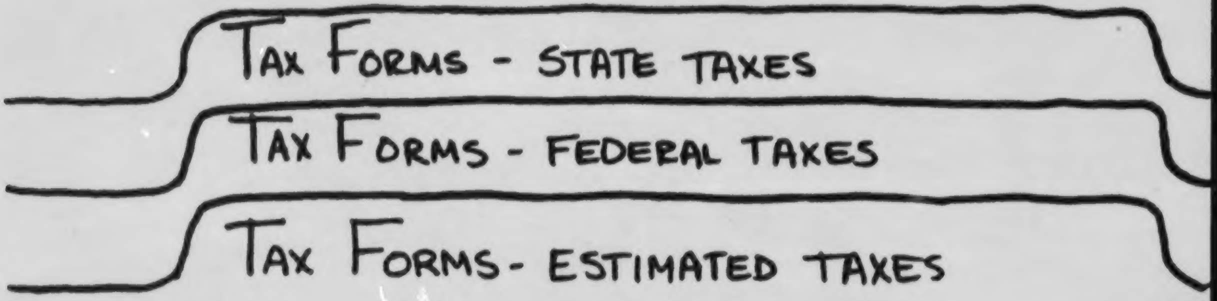
1. Legal forms
2. Tax forms and reports
3. Bookkeeping forms
4. Bills
5. Literature from professional organizations
6. Receipts
7. Payroll records
8. Office supply ordering forms
9. Log book for numeric files
10. Employer's personal papers which are handled through the office

A logical and practical system for filing these materials is a subject-alphabetic file with dictionary arrangement. An alphabetic file is based on the order of the letters of the alphabet--materials are put in order according to the first letter of their title. If two or more files begin with the same letter, these files are ordered according to their second letter. A subject-alphabetic file is one in which the files are given subject titles (e.g. tax forms, expense forms, etc.) and then are arranged alphabetically, in the style of a dictionary. The title should be specific enough not to be ambiguous, but broad enough so that several documents may be filed under it. Below is an example of this filing style:

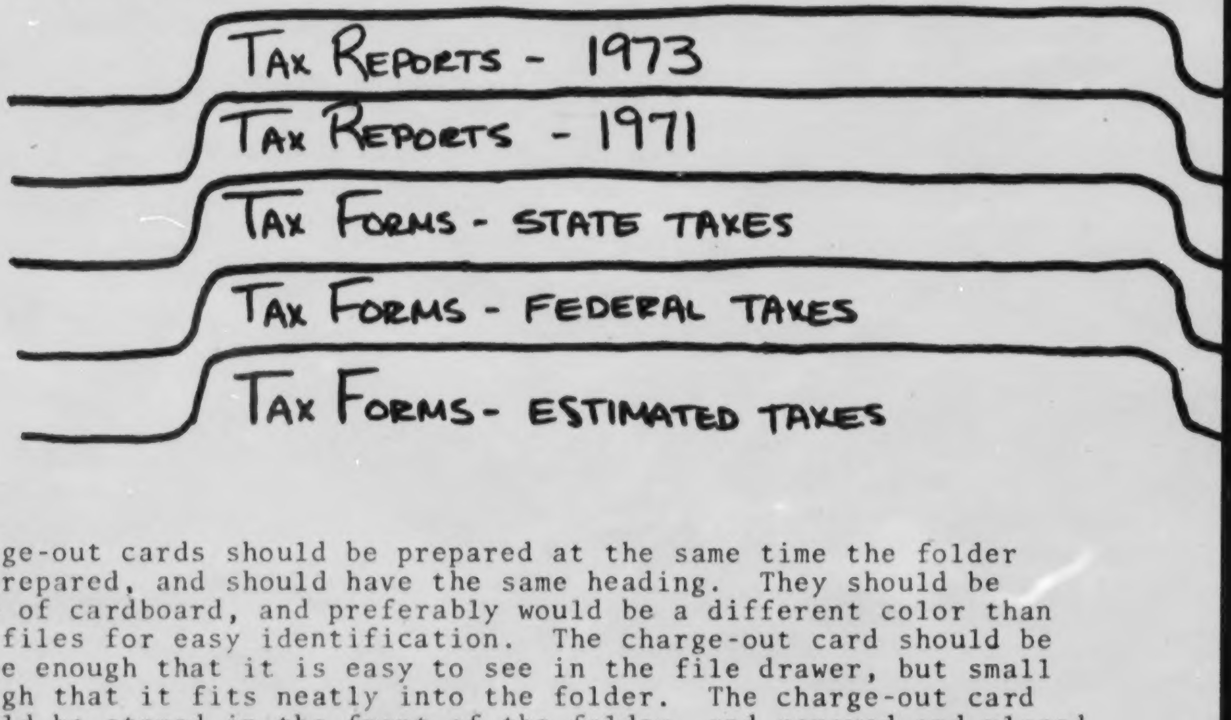


Notice that the division guides are tabbed with letters of the alphabet. Behind each guide are folders labeled by subject, and the subject begins with the letter on the tab.

Some subjects may be broken down into specifics, e.g. tax forms. If several types of forms are kept on file (like state forms, federal forms, and estimated tax forms) they should be arranged alphabetically. The tax files would look like the ones shown below:



If the specific part of the title is numeric instead of alphabetic (e.g. Tax Reports, 1971; Tax Reports, 1973), arrange them chronologically. The files of tax forms and reports would look like the one below:



Charge-out cards should be prepared at the same time the folder is prepared, and should have the same heading. They should be made of cardboard, and preferably would be a different color than the files for easy identification. The charge-out card should be large enough that it is easy to see in the file drawer, but small enough that it fits neatly into the folder. The charge-out card should be stored in the front of the folder, and removed and placed in the folder's position in the drawer when the file is removed. The charge-out card should contain the following information: the file name exactly as it is on the tab of the folder, the name of the person requesting the file, the initials of the person removing the file from the drawer, and the date. A charge-out card might look like the one shown below:

(Name of File Exactly as it Appears on Folder Tab)		
Person Requesting File	Removed By	Date
Nast E. Snooper		12/22/77

Practice Exercises:

State whether the following are true or false.

______1. Folder labels come in a variety of colors to make the files more cheerful looking.

______2. File folders should be slightly larger than the materials they contain.

______3. Cross-referencing sheets should be colored for easy identification.

______4. Charge-out cards should be larger than the file folders so that they are easy to see in the files.

______5. A file which has 15 folders does not need secondary file guides.

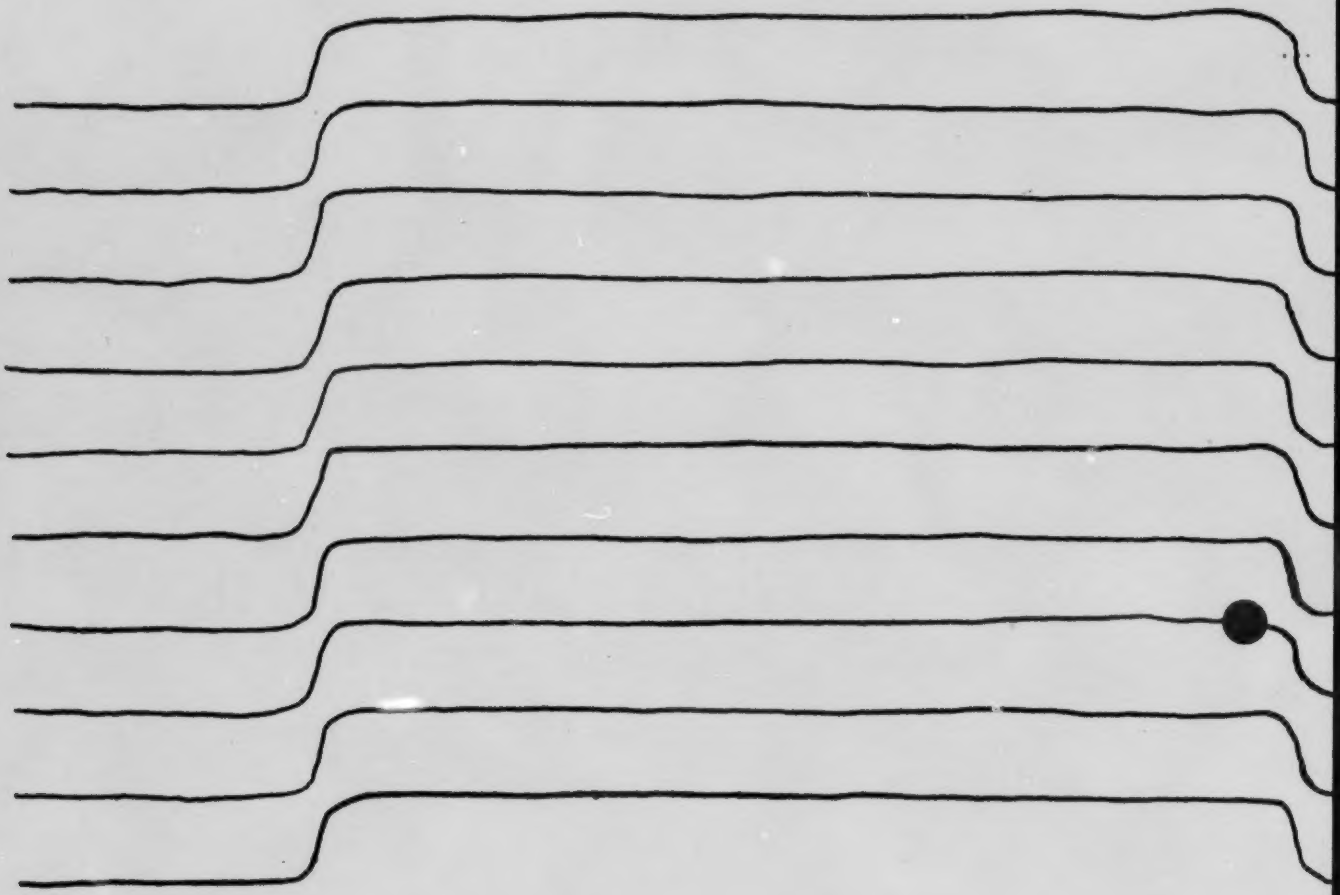
______6. The file folders should be creased at the bottom to allow expansion.

STUDENT HANDOUT 05/03/01 - Page 5

The following are descriptions of papers which you must establish alphabetic files for. Make up titles for the folders (remember, be specific, but not so specific that each document needs a file of its own) and write the titles on folders in the order in which they would be arranged in the alphabetic files. Prepare the charge-out cards for each folder. You may use the "folders" and "charge-out cards" on the Student Answer Sheet. If you have questions, your instructor will assist you.

1. State estimated tax form
2. State business & operating tax form
3. Bill from W.Va. Power Co.
4. Receipt from Magnum Office Supplies
5. Bill from Anderson's Office Equipment
6. Speech employer gave to his Civic Club
7. Federal estimated tax form
8. Payroll records Jan-March 1978
9. Payroll records April-June 1978
10. Client account sheets

Student Answer Sheet



Person Requesting File	Removed by	Date

Student Answer Sheet - Page 2

Person Requesting File	Removed by	Date

Person Requesting File	Removed by	Date

Person Requesting File	Removed by	Date

Person Requesting File	Removed by	Date

Student Answer Sheet - Page 3

Person Requesting File	Removed by	Date

Person Requesting File	Removed by	Date

Person Requesting File	Removed by	Date

Person Requesting File	Removed by	Date

STUDENT HANDOUT 05/03/02
FILING ALPHABETICALLY

The following are rules which should be followed to prepare papers for filing, regardless of what filing system is used.

1. Check through papers which are stapled or clipped together to see if they should be filed together.

2. Remove all paper clips and replace them with staples when it is appropriate.

3. Mend all torn papers with tape.

4. Code each paper (underline subject name if it appears on the paper, or write it in the upper left hand corner if it does not appear on the paper.

The alphabetic filing system is based on the order of the alphabet--words are ordered according to their spelling. The words are first put in order by their first letters, i.e. "applications" would precede "bills" which would precede "tax forms." If two or more words are in one letter group, they are then ordered by their second letter, i.e. "accounts" would precede "applications" and both would precede "bills" which falls into a different letter group. If the first two letters are the same, the words are ordered by their third letter, etc.

To file papers alphabetically you should first sort the papers by subject, and alphabetize the subjects. If there is more than one paper in a subject, they should be arranged chronologically with the most recent on the top. The papers should then be placed in the front of their subject's folder in the file drawer. If there is not an appropriate folder for the document, make one and put it in the proper place in the file drawer.

If there are two or more places that a paper might be filed, a cross-reference sheet should be prepared to be placed in the file(s) where the document is not placed. The cross-reference sheet should be a standard size, but should be colored so that it is easily recognized. It should contain the following information: the name of the document; the date the document was received in the law office; the file number that it was placed in; the date it was placed in the file; and a brief description of the contents of the document. The file numbers of the files the cross-reference sheets were placed in should be noted at the top of the document. If the document is transferred to inactive files or discarded, the proper notation should be made on the cross-reference sheets. A cross-reference sheet might look like the one shown below:

CROSS-REFERENCE

Name of Document ____________________
Date Document Received ____________

Filed in ____________________________
Date Filed __________________________

Contents of Document ________________
____
____
____

Practice Exercises:

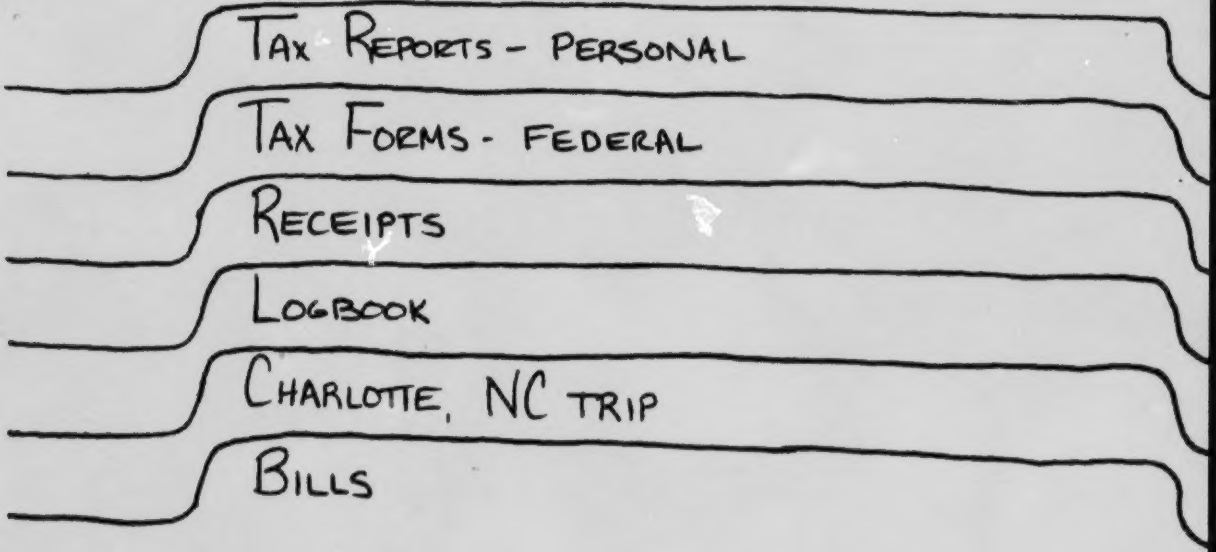
Alphabetize the following words. If you have any questions, your instructor will assist you.

1. invoices
2. expense accounts
3. client account sheets
4. corporation minutes
5. wills
6. billing forms
7. tax forms
8. tax reports
9. personal correspondence
10. payroll records

The following is a list of papers which must be placed in the alphabetic files, and the subject files which are in the alphabetic drawer. Indicate which documents belong in which folders. If a paper does not have an appropriate subject folder, indicate what the title of the folder should be, and where it would be placed in the file drawer. Indicate when a cross-reference sheet should be placed in the file.

STUDENT HANDOUT 05/03/02 - Page 3

1. Your employer's personal income tax form for 1977
2. The logbook for the numeric files
3. A bill from Michie Publishing Co. dated 7/12/78
4. An expense form from your employer's trip to Washington, D.C. dated 4/15/78
5. State tax form for corporations
6. Federal estimated tax forms
7. Record of the meeting with John Ballard in Charlotte, NC
8. Expense form from meeting with John Ballard in Charlotte, NC dated 6/30/78
9. Receipt from Anderson's Printing Co.
10. Bill from Kelly Services dated 7/20/78



STUDENT COMPETENCY SHEET

MODULE 05: Filing Duties

Competency Statement 04: Establish and maintain numerical system of filing

Performance Objective: Given the necessary materials, you will establish a numeric system of client files, and prepare the folders and charge-out cards. Index cards should be prepared and filed alphabetically for cross-referencing the files, and a log book should be prepared listing file numbers. After setting up the numeric system, you will be given material for filing. You will prepare each piece of material for filing and place it in the proper folder. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 05/04/01, "Establishing a Numeric Filing System." Read it carefully and complete the exercises at the end of the handout. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain from your instructor file folders, index cards, a log book, materials to make charge-out cards, and materials that need to be filed. Establish a numeric system of filing. You must number the file folders, prepare an alphabetical cross-reference index on the index cards, and record the file numbers in the log book. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of Student Handout 05/04/02, "Filing Materials in Numerical Files." Read it carefully and complete the exercises at the end of the handout. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain from your instructor a set of client files and materials that need to be placed in the files. File the material and have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given file folders, index cards, a log book, and materials that need to be filed, you will establish a numeric system of filing and file the materials properly. You should set up an alphabetical index for an index cards cross-referencing the files, and record the file numbers in the log book. You must receive a satisfactory rating on all items in the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Prepared file folders correctly.	________	________
2. Prepared charge-out cards correctly.	________	________
3. Prepared and filed cross-referencing cards correctly.	________	________
4. Recorded information correctly in log book.	________	________
5. Filed materials correctly.	________	________

STUDENT HANDOUT 05/04/01
ESTABLISHING A NUMERIC FILING SYSTEM

Many law offices have found numeric filing to be the best procedure for organizing their client files. There are two major advantages of numeric filing: a greater degree of confidentiality in the files and almost endless possibilities for expansion.

Certain supplies (other than filing cabinets, which we assume have been provided) are necessary to set up a numeric filing system. These are:

1. File guides - which are used to guide the eye and to support and separate the files. The guide should have the number of the file that it is directly in front of on it, and there should be one guide for approximately every ten files.

2. File folders - which should be slightly larger than the papers to protect them. Although there is a variety of types of folders, you will probably use legal size folders (9" x 14 3/4") which have fasteners for the contents. The folders should be uniform in size, and should have a tab at the top for labeling.

3. Folder labels - which come in a variety of colors for color coding the files. They should be uniform in size and style to keep the appearance of the file neat.

4. File cards - which are used to cross-reference the files. They should be a standard size (3" x 5" or 4" x 6") to fit in a card file box.

5. File box - which will hold the cross-reference file cards. It should have alphabetical file guides, because the cross-referencing cards will be filed alphabetically.

6. A spiral or hardbound notebook to use as a log book (also called an accession book).

7. Charge-out cards - which are placed in the drawer when the file is removed. They are made of heavy cardboard, and contain the same information as the tabs on the file folder. They should have columns for the name of the person requesting the file, the date, and the initials of the person removing the file from the drawer.

To establish numeric files, you will assign a number for each client's case. If one client has two or more actions pending, you will assign both cases the same client number, and give each a different sub-number. For example, if Al Jones has a divorce proceeding and a bankruptcy pending at the same time, you would assign one case the number 260.1 and the other 260.2. The client number identifying Al Jones is 260, the sub-numbers one and two identify the cases. The point between the client number and the sub-number is necessary so that cases 260.1 and 2601 will not be confused.

Write the file number on the tab on the file folder. Because one of the reasons for using a numeric system is to achieve confidentiality, you will probably not write the name of the client on the folder. Be sure to consult with your employer about this, however.

After the client number and case number have been assigned and written on the folder, you must complete the log book and the cross-reference card index. The log book should have columns for the file number, client name and the date opened. If a sub-number is used, the case that corresponds to each sub-number should be noted beside the client's name.

NUMBER	NAME	DATE
259	Waverly, Susan	7/18/78
260.1	Jones, Al -- divorce	7/19/78
260.2	Jones, Al -- bankruptcy	7/19/78

The client cross-referencing cards should contain: the name, address and telephone number of the client; the file number; the case name; and the type of case. The cards should be designed so that the information is easy to spot. All cards should have exactly the same format. A cross-referencing client card might look like the one below:

JONES, Al 260.1

618 West Main Street
Sistersboro, WV
555-8165

JONES, Mary Beth V. Al Jones
DIVORCE

Other pertinent information, such as the adversary's address; and the name, and address of the adversary's attorney (i.e. Mary Beth Jones' address and the name and address of her attorney in this example) might be typed on the back of the card. This would save the time of pulling the file when you need this much used information.

A charge-out card should be prepared for each file at the same time the folder is prepared, and should have the same heading. It should be made of cardboard, and preferably would be a different color than the files for easy identification. The charge-out card should be large enough that it is easy to see in the file drawer, but small enough that it fits neatly into the folder. The charge-out card should be stored in the front of the folder, and removed and placed in the folder's position in the drawer when the file is removed. The charge-out card should contain the following information: the file name exactly as it is on the tab of the folder, the name of the person requesting the file, the initials of the person removing the file from the drawer, and the date. A charge-out card might look like the one shown below:

(File Number)		
Person Requesting File	Removed by	Date
Howard Sampler		11/27/77

In review, these are the steps in establishing a numerical filing system:

1. Assign a client number and a case sub-number to each case.
2. Write the number on the file folder.
3. Record the case in the log book (including the file number, client name and date).
4. Complete the client cross-referencing card, including the name, address and phone number of the client, the file number, the case name and the type of case.
5. Prepare a charge-out card, making sure that the heading on the card is exactly the same as the heading on the folder and place it in the file.

STUDENT HANDOUT 05/04/01 - Page 4

Practice Exercises:

State whether the following are true or false.

______1. File cards are used to support and separate the files.

______2. You need both a log book and an accession book.

______3. There should be alphabetic file guides in the file box.

______4. The charge-out cards should be kept in your desk drawer after they are completed.

______5. The file cards are used to cross-reference the files.

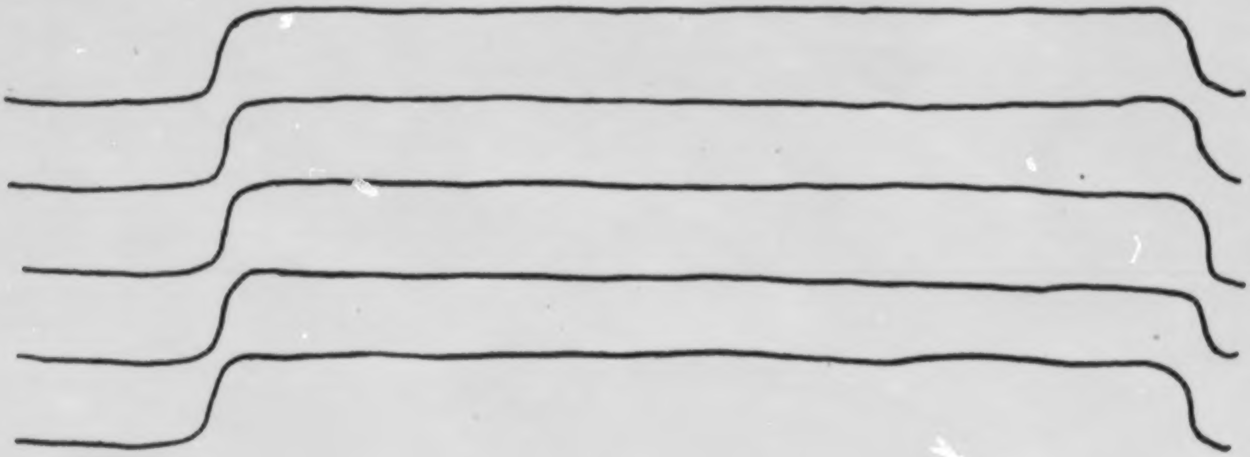
______6. There should be two file guides for 47 files.

Establish a numeric filing system for the following cases. You may use the "folders," "cross-referencing cards," "log book," and "charge-out cards" on the Student Answer Sheet. Your instructor will assist you if you have any questions.

1. James Peters, 612 Montana Road, State Capitol, WV 25999, 555-4746, needs a will (7/14/78).
2. James Peters, 612 Montana Road, State Capitol, WV 25999, 555-4746, adversary proceedings against WV Farm Equipment Co. (He's bringing suit). (7/14/78).
3. Lydia Merricks, 325 Connor Place, Apartment 1, Collegetown, WV 26999, 555-1234, divorce from Alan Merricks (7/17/78).
4. Thompson Auto Repair Co., 3593-39th Avenue, Chemicalsville, WV 23999, 555-4469, suit against Sam Undone (7/18/78).
5. Buildembig Co., 900 Star Plaza, 619 Quarry Street, State Capitol, WV 25999, 555-9000, needs a title certified. (7/19/78).

Student Answer Sheet:

NUMBER	NAME	DATE
910	Marianna Hitchcock	7/10/78
911.1	Mark Reynolds - will	7/10/78
911.2	Mark Reynolds - title	7/10/78



Student Answer Sheet - Page 2

Student Answer Sheet - Page 3

Person Requesting File	Removed by	Date

Student Answer Sheet - Page 4

Person Requesting File	Removed by	Date

Person Requesting File	Removed by	Date

Person Requesting File	Removed by	Date

Person Requesting File	Removed by	Date

STUDENT HANDOUT 05/04/02
FILING MATERIALS IN NUMERICAL FILES

In order to file materials in numerical files, you must:

1. Prepare the papers for filing:

   a) Check through papers that are clipped or stapled together to see if they should be filed together.

   b) Remove all paper clips and replace them with staples when appropriate.

   c) Mend torn papers with tape.

   d) See that legal documents have been conformed; that is, make the copies look exactly like the originals by writing in dates, signatures and other missing information. Do not be afraid to copy the signature of your employer, a judge or anyone else--you are not forging but only making a true copy. You should not try to imitate the signature. When conforming a document bearing an official or corporate seal, write in brackets at the left of the official or corporate signature the words [CORPORATE SEAL] if the seal is a corporate seal; [NOTARIAL SEAL] if the seal is that of a notary public or [OFFICIAL SEAL] if the seal is that of any officer other than a notary public. Seals of individuals are indicated by the word "SEAL" unless written otherwise on the original. When a county clerk's certificate is attached to an original document, it is advisable for you to ask your employer whether a notation such as:

   County Clerk's Certificate
   For ______________ County, State
   of ______________ attached to
   original.

   is all that is necessary, or whether the entire certificate must be copied and attached to the conformed copies of the document. It is sometimes important to have a copy of the entire certificate, especially where a certified copy of an original instrument is required.

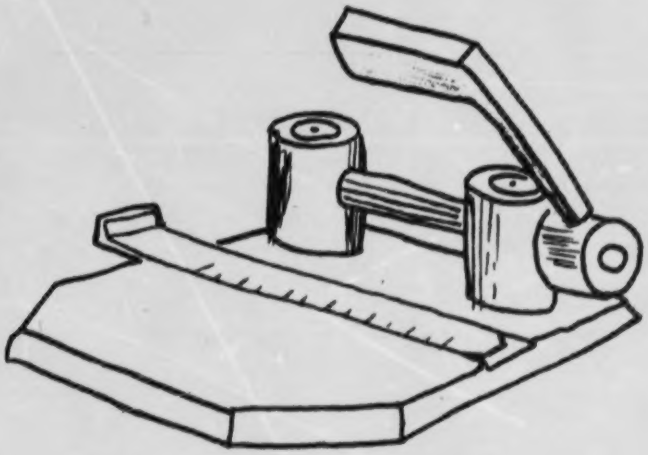
   e) Write the file number in pencil on the upper left corner of the document.

   f) Arrange the papers for each folder by their date--with the oldest papers on the bottom and the newest on the top.

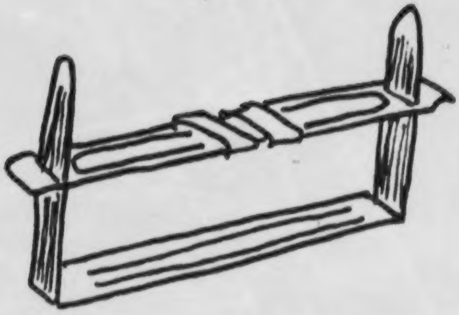
STUDENT HANDOUT 05/04/02 - Page 2

2. If the folder has a fastener in it, punch holes in the papers in the exact place where the papers should be attached to the folder. Put the papers in the folder and close the fastener. If the folder does not have a fastener on it, follow the steps below:

   a) Using a two hole punch like the one shown to the right, punch two holes 2 3/4" apart at the top edge of the back cover (label will face you).

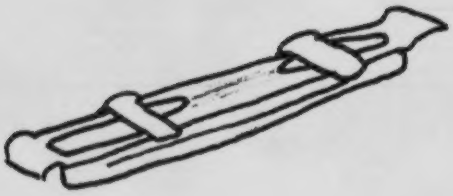


   b) Insert a two-pronged fastener such as this one in the two holes. (The top bar must be removed when the fastener is inserted in the folder and each time the papers are added).



c) Punch holes in the paper in the exact place where papers should be fastened to the folder.

d) Insert papers in reverse chronological order in appropriate folders and close the fastener so that it looks like the one at the right.



3. File the cross-reference cards alphabetically by the client's last name in the file card box.

4. When you have filed the cross-reference cards and checked to make sure the log book is complete, place the file in the numerically correct place in the file drawer. That is, the folder should be placed directly behind the one whose number is one less and directly ahead of the one whose number is one greater.

Practice Exercises:

1. What does "conforming" a legal document mean?

2. If there is a notorial seal on the original of a document that you are confirming, how do you note this on the copy?

3. What should you do when there is a county clerk's certificate attached to the original of a document you are conforming?

4. What kind of order should papers be arranged in within the folders?

5. How far apart should the holes for a fastener be punched in the top of a file folder?

STUDENT COMPETENCY SHEET

MODULE 05: Filing Duties

Competency Statement 05:	Obtain material or information from files
Performance Objective:	Given sets of alphabetical and numerical files and requests for materials or information in the files, you will obtain the materials or information requested. You will fill out the charge-out card for each file or document removed from the files. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 05/05/01, "Obtaining Material or Information from Files." Read it carefully and do the exercises at the end of the handout. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain a set of files and requests for material or information in the files from your instructor. Find the requested material or information and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of Student Handout 05/05/02, "Charge-Out Cards." Read it carefully and do the exercises at the end of the handout. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a set of files and a set of papers removed from the files from your instructor. Prepare a charge-out card for each piece of material removed from the files and have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given sets of alphabetic and numeric files and requests for materials or information in the files, you will obtain the materials or information requested and fill out the charge-out card for each file or document you remove from the drawer. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Found material in alphabetic files correctly.	________	________
2. Found material in numeric files correctly.	________	________
3. Filled out charge-out cards correctly.	________	________

STUDENT HANDOUT 05/05/01
OBTAINING MATERIAL OR INFORMATION FROM FILES

As a legal secretary, you will be requested to find information or to pull materials from the files several times daily. Follow the steps listed below to quickly locate the file or information needed.

1. Decide whether the information or material requested is in the alphabetic or numeric files.

2. If the information or material is in the alphabetic files,

    a) Determine the heading the information or material will be filed under.

    b) Locate the proper drawer in the alphabetic files.

    c) Find the proper folder within the drawer.

    d) Remove the material requested, fill out a charge-out card (see Student Handout 05/05/02), and replace the file. If the information requested does not require that any papers be removed from the files, copy the information onto your steno pad, and replace the file.

3. If the information or material is in the numeric files,

    a) Check in the cross-referencing card file for the client's assigned file number.

    b) Locate the proper drawer in the numeric files.

    c) Find the folders labeled with the client's file number in the drawer.

    d) Remove the material requested from the file, fill out a charge-out card (see Student Handout 05/05/02), and replace the file in the drawer. If the information requested does not require that any papers be removed from the files, copy the information onto your steno pad and replace the file in the drawer.

When several requests are made at the same time, you can find the information or material much more quickly if you:

1. Separate the requests that use the alphabetic files from the requests that use the numeric files.

2. Alphabetize by heading the requests that use the alphabetic files.

3. Alphabetize by client name the requests that use the numeric files.

STUDENT HANDOUT 05/05/01 - Page 2

To transmit the material requested to your employer, you may either give him a typed memo, a hand-written memo or tell him verbally. The method you use to transmit the information depends on the type of information that you are transmitting, and your employer's preferences.

Practice Exercises:

List the steps you would follow to find the following information and materials. If you have any questions, your instructor will assist you.

1. The amount of estimated tax your employer paid in the second quarter of 1975.
2. How much Keith Smith's child support payment is.
3. Get the copy of Diana Parson's divorce decree.
4. Who the executor for Mike Miller's estate is.
5. How much the file cabinets in your office cost.
6. When the trial in the David Hastings case was.

STUDENT HANDOUT 05/05/02
PREPARING CHARGE-OUT CARDS FOR THE FILES

Materials should NEVER be removed from office files without indicating who removed the materials and the date they were removed. This keeps materials from being lost or missing from the files. However, it will be difficult to enforce this rule. Encourage the attorneys and employees in your office to follow it. If the charge-out cards and slips are readily accessible, it might be easier to get compliance.

If an entire folder is removed from the file, the charge-out card should be removed from the front of the folder and placed in the drawer in the spot that the file usually occupies. The name of the person requesting the file, the date, and the initials of the person removing the file should be noted on the card. The information should be scratched off the card, and the card replaced in the front of the folder when the file is returned.

If a document is to be removed from a file, but the file is to remain in the drawer, a different kind of charge-out card should be used. This card should be made of paper, and preferably would be colored, so that it is easily identifiable. The card should probably be about 3" x 4" and would not be reusable. It should contain the following information: the file number and client name; the name of or a description of the document removed; the name of the person requesting the material; the initials of the person who removed the material; and the date the material was removed. The charge-out slip should be attached to the file in the position that the removed document would usually occupy. The charge-out slip should be removed when the document is returned to the file. There should be an ample supply of charge-out slips near the files so that it will be easy to comply with this rule. A charge-out slip to be used in a file might look like the one shown below:

File Number ________
Client Name ______________________________

Document Removed _________________________
____
____

Person Requesting Document ________________
____

Removed by ________

Date Out ________

STUDENT HANDOUT 05/05/02 - Page 2

Practice Exercises:

Prepare charge-out cards for the following files and documents. If you have any questions, your instructor will assist you. You may use the charge-out forms on the Student Answer Sheet. (You will not need to use all of the forms).

1. File #4132, Gordon, Charles H. V. Westman Enterprises, requested by Tom Bigman.
2. Medical reports removed from File #226, Lawton, Carol Lee, Personal injury, requested by I. L. Gettem.
3. File #6754, Harvey, Sheri Lynn, Estate, requested by Doris Daniel.
4. File #2556, Park, Melinda Lee V. Park, Daniel M., Divorce, requested by Marcus Mayer.
5. Police report removed from File #4765, Davis, Deanna, Personal injury, requested by Louise Potter.
6. Police report removed from File #7980, State V. Jack Johnson, requested by J. Martin.

Student Answer Sheet:

2556

person requesting file	removed by	date out
~~J. Bigman~~	~~B~~	~~4/15~~

4132

person requesting file	removed by	date out
~~Paul Rhoades~~	~~af~~	~~6/20~~

4765

person requesting file	removed by	date out
~~Marcus Mayer~~	af	5/23

Student Answer Sheet - Page 2

6754

person requesting file	removed by	date out
~~[illegible]~~	~~[illegible]~~	~~[illegible]~~

File Number ______
Client Name ______________

Document Removed __________
____
____

Person Requesting Document
____

Removed By ______

Date Out ________

File Number ______
Client Name ______________

Document Removed __________
____
____

Person Requesting Document
____

Removed By ______

Date Out ________

Student Answer Sheet - Page 3

File Number ______
Client Name ______________

Document Removed ________
____
____

Person Requesting Document
____

Removed By ______

Date Out ________

File Number ______
Client Name ______________

Document Removed ________
____
____

Person Requesting Document
____

Removed By ______

Date Out ________

STUDENT COMPETENCY SHEET

MODULE 05: Filing Duties

Competency Statement 06:	Find and refile material lost in files
Performance Objective:	Given a set of alphabetic and a set of numeric files and a list of papers which have been misfiled, you will find the lost materials and refile them in their proper place. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 05/06/01, "Finding and Refiling Materials Lost in Files." Read it carefully and do the exercises at the end of the handout. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain a set of alphabetic files, a set of numeric files, and a list of materials which have been misfiled from your instructor. Locate the lost materials and refile them correctly. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a set of alphabetic and a set of numeric files and a list of materials which have been misfiled, you will find the lost materials and refile them properly. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Found all lost materials in alphabetic files.	________	________
2. Correctly refiled materials in alphabetic files.	________	________
3. Found all lost materials in numeric files.	________	________
4. Correctly refiled all materials in numeric files.	________	________

STUDENT HANDOUT 05/06/01
FINDING AND REFILING MATERIALS LOST IN FILES

Materials are lost in the files because they have not been filed correctly in the first place. To avoid the embarrassing and expensive mistake of misfiling, the secretary should always be aware of the following points:

1. No more than 25-30 sheets should be kept in a traditional file folder. If more papers must be stored, an expanding file folder should be used. Overloaded and sagging folders make efficient filing much more difficult.
2. All paper clips should be replaced with staples before the materials are filed. This reduces the chance that a paper can become clipped to unrelated information.
3. File drawers must not be overstuffed.
4. The folders in each file drawer should be uniform in size.
5. Sufficient and appropriate file guides should be used.
6. All folders should be labeled in the same style.
7. The title should accurately describe the contents of the folder. This reduces the chance that papers will be misfiled because of ambiguous folder titles.
8. There should be an adequate number of cross references.

The following steps will help you look for the document in an orderly fashion. If you are patient and organized about your search, you have the best chance of relocating the document.

1. Check the entire folder to make sure that:
   a) the document has not been placed in the wrong position in the folder or
   b) that a charge-out card for the document has not been placed in the wrong position in the folder.
2. Check the contents of two or three folders before and after the folder that the document should be in.
3. Check between the folders and the bottom of the drawer.
4. Check the area in the front of the drawer (before the files start) and at the end of the drawer (after the files end).
5. Check in the cross-referencing file for clients who have similar names. Obtain the file numbers of these clients and check those files for the missing document.

6. Check in the files whose numbers could easily be mistaken for the correct file number. For instance, if the file number is 4567, check in 5467, 4576, and other possible combinations of that number. If the number is 4338, check in 4388 or 4438. Also, check in the files whose number might look like the number you are looking for. For instance, 30, 50, and 80 are often confused. If the number is 5174, you might check in 3174 or 8174.

7. In alphabetic filing systems, look in all folders which have similar titles.

8. Check your log books to see if the document could have been transferred or discarded.

9. Ask anyone who might have used the file to see if they removed the document without filling out a charge-out card.

Practice Exercises:

State whether the following statements are true or false.

______1. Papers should be fastened with paper clips when placed in the files.

______2. The folders in each file drawer should be uniform in size.

______3. All folders should be labeled in the same style.

______4. Cross-references are not important for efficient filing.

______5. 50 sheets of paper can be kept in a single traditional file folder.

List the steps you would follow to search for the documents listed below. If you have any questions, your instructor will assist you.

1. Quarterly tax report from Jan-Mar 1974. Should be in alphabetic files.

2. Copy of a divorce decree. Should be in file #4335, Richards, Audrey V. Richards, Martin.

STUDENT COMPETENCY SHEET

MODULE 05: Filing Duties

Competency Statement 07: Transfer and discard files

Performance Objective: Given a drawer of active files and a drawer of inactive files, you will bring the active files up to date by discarding and/or transferring the appropriate records. All non-essential materials must be discarded; transferred files must be cross-referenced and active; important records must be refiled in active files. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 05/07/01, "Analyzing Active Files." Read it carefully and do the exercises at the end of the handout. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain a file which needs to be updated from your instructor, and separate the essential and active records from the inactive ones. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of Student Handout 05/07/02, "Transferring and Discarding Files." Read it carefully and do the exercises at the end of the handout. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a set of files which must be transferred or discarded from your instructor. Discard the appropriate materials, and prepare new folders and cross-referencing materials for those things which are transferred. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a drawer of active files and a drawer of inactive files, you will bring the active files up to date by discarding and/or transferring the appropriate records. All non-essential materials must be discarded; transferred files must be cross-referenced, and active, important records must be refiled in active files. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Differentiated between active, essential records and inactive ones.	________	________
2. Discarded proper materials.	________	________
3. Made new folders for transferred materials.	________	________
4. Cross-referenced transferred materials.	________	________
5. Filed transferred materials correctly.	________	________
6. Refiled active materials correctly.	________	________

STUDENT HANDOUT 05/07/01
ANALYZING ACTIVE FILES

An efficient law office will classify its files on the basis of how frequently they are used. Although there are varying degrees of "activeness," (since some files are used more than others) if a file is current or continually in use, it is generally considered active. Current client files and records which are vital to the operation of the law office are active files. Inactive files contain matters that have been resolved and copies of documents or correspondence which you do not expect to need.

If all the materials which came into the law office were left in the active files, the files would use too much office space, and filing new material and locating old material would become an almost impossible task. You, therefore, must know what materials to transfer or discard from the active files. Cases which are closed or completed, and materials which were used only once should be transferred to inactive filing cabinets, stored in a storage area, or discarded. Never discard legal documents unless your employer has instructed you to do so, and then it is advisable to have the request in writing so that there can be no mistake about what you are supposed to throw away. Some examples of inactive files are shown below:

VICTORS, SPEECH GIVEN TO ROTARY

ALLEN, JAMIE -- BANKRUPTCY
CLOSED

MORRIS, PAT V. HEARTLAND REALTY
CLOSED

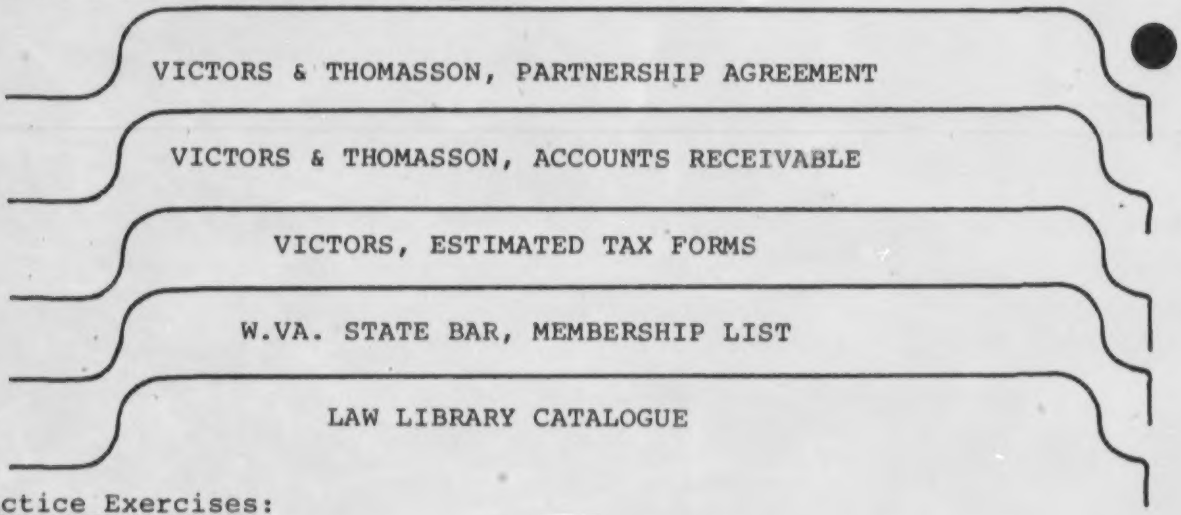
APPLICATIONS FOR SECRETARIAL POSITION 5/74

VICTORS & THOMASSON, TAX RETURNS, 1970

Active files contain cases which are pending, records vital to the operation of the law office, and materials that must be frequently referred to. Some examples of active files are shown below:

PARSONS, DIANA ESTATE

MILLER, GORDON DIVORCE


VICTORS & THOMASSON, PARTNERSHIP AGREEMENT
VICTORS & THOMASSON, ACCOUNTS RECEIVABLE
VICTORS, ESTIMATED TAX FORMS
W.VA. STATE BAR, MEMBERSHIP LIST
LAW LIBRARY CATALOGUE

Practice Exercises:

Choose whether the files shown below should be kept in the Active or Inactive file. Put A in the blank beside the active ones, I in the blank beside the inactive files.

______1. STATE V. ROBERT CORRY

______2. CORPORATE MINUTES, I. M. COLD CO.

______3. THOMASSON, LIFE INSURANCE POLICY

______4. ROBERTS COAL CO. V. MARTIN MACHINERY
CLOSED

______5. CARTER, JERRY ESTATE
CLOSED

______6. THOMASSON, SPEECH GIVEN TO TRIAL LAWYERS ASSOC.

______7. VICTORS & THOMASSON, OFFICE EXPENSE ACCOUNTS

______8. VICTORS & THOMASSON, CLIENT ACCOUNT SHEETS

______9. BURT HENRY, DIVORCE
CLOSED

_____10. APPLICATIONS FOR ASSOCIATE POSITION, 1974

STUDENT HANDOUT 05/07/02
TRANSFERRING AND DISCARDING FILES

Files in a law office should not be sorted through and transferred periodically, but should be closed and transferred as soon as the matter is out-of-date or completed. Since filing cabinets and filing space are expensive, the use of less expensive space and filing equipment is recommended for the storage of inactive files. Often the material can be boxed and put in a storage room or basement. But be sure to check with your employer to learn his/her preference on how inactive files can be stored.

Inactive files that must be kept for long periods of time should be separated from those which will only be kept temporarily. The length of time that a particular file is kept is based on the Statute of Limitations applicable to the subject matter of the file. Be certain to consult your employer about how long the files should be saved. Periodically, the inactive files should be reviewed, and materials which no longer need to be saved should be discarded. Once again, NEVER discard a file without written permission to do so from your employer.

When you are transferring or discarding files, you should have an inactive file log book and inactive file cross-referencing card file. Your log book should have columns for the date the case was opened, the date it was closed, its file number in the inactive files, and its original file number in the active files. To transfer a closed client file, follow the steps below:

1. Withdraw the cards relating to the closed case from the active cross-referencing card file, and mark through the number, name and date in the log book. When all papers relating to a closed case have been removed from the active file, make a note in the log book that the file number may be reassigned.

2. Stamp or write the word "closed" and the date on each card.

3. Withdraw all files relating to the closed case from the active file cabinet. Put a new label on each folder that has the name of the case, the date opened, the word "closed" and the date closed on it.

4. Assign an inactive file number to the closed case and record it in the inactive file log book. Record the other pertinent information in the inactive file log book. Write IF (inactive file) and the inactive file number on the cross-referencing cards and on the file folder. You may want to develop a special numbering system to separate the files that are to be kept for a long time from those which will be kept temporarily. One possible system would be prefacing the file number with a number representing the years it should be kept. For instance, if file IF106 should be kept 5 years, you would number the file IF5-106. Then, all

the files with a prefix "5" could be stored together, etc. The number "0" could be assigned to those which should be kept indefinitely. Before adopting this system, be sure to contact your employer.

5. File the cross-referencing cards alphabetically in the inactive card file. File the folders numerically by the IF number in the inactive files.

To transfer materials from alphabetic files, remove the folders of out-dated or little used material from the active file and file them alphabetically in the inactive files.

Practice Exercises:

Below are three files which must be transferred to the inactive files, their cross-referencing cards and the active and inactive log books. Prepare the folders, cross referencing cards and log books for transfer. Then list the order in which you would file the folders and cross-referencing cards. If you have any trouble, your instructor will assist you.

ACTIVE FILES

NUMBER	NAME	DATE
113	Martin, Leslie	8/27/74
163	McMullen, Mark	10/30/74
312	Ball, Larry	8/14/76

INACTIVE FILES

MC MULLEN, Mark 163

255 Cameron Avenue
Capital City, WV 25399
925-5625

Mc Mullen, Mark V. Sally Mc Mullen

DIVORCE

MARTIN, Leslie 113

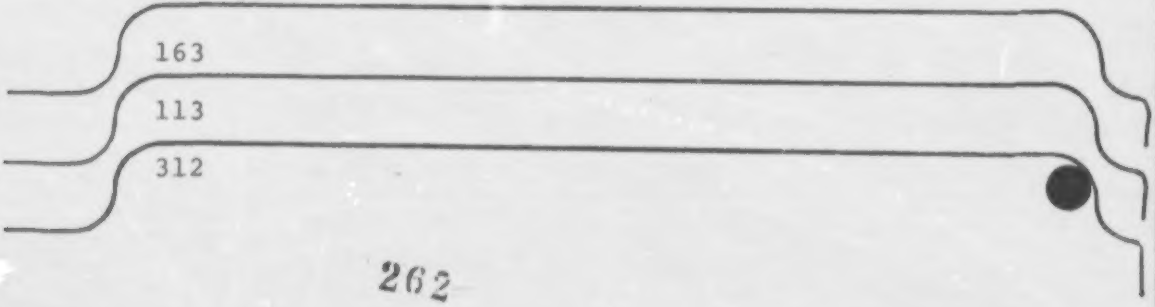
3369 Maple Ave.
Middletown, WV
555-9601

PERSONAL INJURY

BALL, Larry 312

507 Hamilton Street
Churchville, WV
555-9973

ESTATE



STUDENT COMPETENCY SHEET

MODULE 06: Dictation and Typing Duties

Competency Statement 01: Take dictation at the typewriter

Performance Objective: Given certain standard legal forms to fill out, you will complete the forms at the typewriter as they are dictated to you. You must complete the forms with all information in the correct blanks, and with at least 90% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 06/01/01, "Taking Dictation at the Typewriter," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Your instructor will supply you with blank legal forms, and you will complete them by taking dictation from your instructor at the typewriter. You must complete the forms with all the information in the correct blanks and 90% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given certain standard legal forms, you will complete the forms by taking dictation directly at the typewriter. You must complete the forms with all information in the correct blanks and with at least 90% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Completed each type of legal form with information in the correct blanks.	________	________
2. Completed forms with at least 90% typographical accuracy.	________	________

STUDENT HANDOUT 06/01/01
TAKING DICTATION AT THE TYPEWRITER

Generally, the only cases where you might take dictation at the typewriter would be when you are filling in the blanks of certain pre-printed forms. For instance your employer might dictate a memoranda for instituting a civil action, a deed of trust or a power of attorney.

To take dictation of these forms directly at the typewriter you must:

1. Choose the correct pre-printed form.
2. Insert the form in the typewriter and align it so that the information will appear correctly in the blanks.
3. Type the information that your employer dictates in the correct blank. If he or she dictates too quickly, or if the information does not seem to be in the order that it should appear on the page (that is, the information your employer has given you does not seem to make sense in the blank you must put it in) ask him or her to slow down, or ask whether this information fits in the blank.
4. Remove the form from your typewriter and proofread it for errors. If there are errors, retype the form, correcting them.

Practice Exercises:

Pair off with another student in your class and practice receiving dictation at the typewriter by filling out the deed of trust, the memoranda for instituting civil action and the power of attorney forms which are attached. Follow the directions below:

1. Student #1 is at the typewriter. Student #2 gives the following information.

   a. Type a power of attorney

      Edward Mills is giving power of attorney to Joseph Flowers on March 30, 1978. They are both from Lewis County, West Virginia.

   b. Type a memoranda for instituting a civil action.

      To the clerk of the Circuit Court of Kanawha County, W. Va. Suzanne Bale, Plaintiff vs. Catherine Baygo, 1974 Parkway Road, St. Albans, W. Va., Kanawha County. She has 15 days to answer and there will be personal service. The original and one copy of the complaint are furnished. Jesse Nogood, 154½ Side Street, Small Town, WV is the counsel for the plaintiff. The date is June 1, 1978.

Student Handout - Page 2
Practice Exercises Continued

c. Type a deed of trust on the West Virginia Building & Loan Association form.

   This deed, made this 16th day of June, 1978, between Mark Thomas Snell and Joy Virginia Snell, his wife, parties of the first part... situate in the County of Hancock and State of West Virginia. Lot number 135 in the town of New Manchester as the same is shown in Plat Book 6, page 237 in the office of the Clerk of the County Commission of Hancock County... and being the same property acquired by Grantor by deed dated June 1, 1978, from David J. Duncan and recorded in the office... in Deed Book 227 at page 49. In trust... of the principal sum of twelve thousand dollars... executed by Mark Thomas Snell and Joy Virginia Snell in equal installments of $250.00 per month.

2. Student #2 is at the typewriter. Student #1 gives the following information.

   a. Type a deed of trust on the West Virginia Building and Loan Assocation form.

      This deed, made the 1st day of July, 1978 between William J. David and Lynn C. David, his wife, parties of the... situate in the county of Randolph and the State of West Virginia. Lot number 47 in the city of Elkins as the same is shown in Plat Book 2, page 93 in the office of the Clerk of the County Commission of Randolph County... and being the same property... by deed dated June 19, 1978 from Boyd C. Harvey and recorded in the Office... in Deed Book 143 at page 78. In trust... of the principal sum of $65,000... executed by William J. David and Lynn C. David in equal installments of $325.00 per month.

   b. Type a memoranda for instituting a civil action.

      To the clerk of the Circuit Court of Kanawha County, W. Va. Jack Lloyd George, Plaintiff vs. James Goldman, owner, Builders Lumber Company, 6700 Main Boulevard, South Charleston, W. Va., Kanawha County. They have 10 days to answer and there will be personal service. The original and one copy of the complaint are furnished. Teresa Morton, 670 Parkview Street, South Charleston, W. Va. is the counsel for the plaintiff. The date is July 17, 1978.

   c. Type a power of attorney.

Student Handout - Page 2

Practice Exercises:

John Stewart is giving power of attorney to Elizabeth Morris on April 9, 1978. They are both from Cabell County, W. Va.

Criterion Evaluation

Complete the attahced applications in the correct format with 100% typographical accuracy using the information below:

1. Dollco, Inc. is the name of the company and they are planning to organize as a West Virginia corporation. They will do business at Miami Avenue and B Street, Point Pleasant, Mason County, W. Va. Paul Smith, Raymond Doe, John Miller, Sally Martin and Bill Mason are the incorporators. Their addresses are as follows: Paul Smith, 226 Main Street, Point Pleasant, WV; Raymond Doe, 4th Street and 6th Avenue, Barboursville, W. Va.; John Miller, 223 Brownstone Avenue, New York, NY; Sally Martin, 1575 Luxury Square, Chicago, IL; Bill Mason, 2123 Hillside Place, State Capitol, WV. Notice or process maybe sent to Bill Mason. There will be 3 directors constituting the original board of directors. They are John Miller, Bill Mason and Paul Smith. The purpose of this corporation is to manufacture baby dolls of minority races. The provisions granting preemptive rights are Articles 2 and 3 of the Dollco, Inc. Provisions for the regulation of internal affairs are Articles 4 through 6 of the Constitution of Dollco, Inc. The amount of total authorized capital stock shall be $250,000 divided into 10,000 shares of the par value of $25.00.

2. Write Right, Inc. is the name of a company which is planning to qualify as a foreign corporation in the State of West Virginia. They will do business at 4000 Bankers' Square, Princeton, Mercer County, WV. They are incorporated under the laws of New Jersey. The date of incorporation is 1960 and the period of duration is 100 years. It's principle address in New Jersey is 6101 Lilac Street, Suite 800, Princeton, NJ. The name of the person to whom notice or process may be sent is Charles Black at the below address. It's purpose in transacting business is to publish educational booklets to be used in the public school system. The directors and officers are Rachel Sandus, President, 830 Phillips Building, 1610 5th Avenue, NY, NY; Michael Anderson, Vice-President for Operations, 6101 Lilac Street, Suite 800, Princeton, NJ; Charles Black, Secretary-Treasurer, 1050 Independence Avenue, Suite 635, Philadelphia, PA; Margaret Lindeman, Director, 820 Virginia Place, New Town, NJ; Thomas Peterson, Director, 465 Henry Street, Princeton, NJ. It may issue 15,000 shares of series B shares of par value $80.00. It has issued 100,000 series D shares of par value $50.00 and 35,000 series B shares of par value $80.00. It's stated capital is $5,000,000.00, and estimates that it owns property worth $3,000,000.00. The value of its property in West Virginia is estimated

Criterion Evaluation Continued - Page 2

at $265,650.00, and it expects to conduct a gross amount of $750,000.00 of business in the state. It has 2.5 acres of land. The date is April 1, 1978.

STUDENT COMPETENCY SHEET

MODULE 06: Dictation and Typing Duties

Competency Statement 02:	Take dictation of and transcribe telephone calls
Performance Objective:	Given tapes of telephone calls and telephone message forms, you will record telephone conversations in shorthand and transcribe the shorthand onto the telephone message forms. Each message form must have all the pertinent information and must be completed with 90% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 06/02/01, "Client Calls." Read it carefully and do the exercises at the end of the handout. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain from your instructor tapes of telephone calls from clients. Make shorthand notes on the calls, and transcribe them onto telephone message forms. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of Student Handout 06/02/02, "Monitoring Employer's Telephone Conversations," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain from your instructor tapes of your employer's telephone conversations. Make shorthand notes of the conversation and transcribe your notes. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given tapes of telephone calls and telephone message forms, you will record telephone conversations in shorthand and transcribe the shorthand notes onto telephone message forms. Each message form must have all the pertinent information and must be completed with 90% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Included date and time of call on all telephone message forms.	________	________
2. Recorded client's name, address, and telephone number in calls from clients.	________	________
3. Recorded names of parties in employer's conversations.	________	________
4. Transcribed messages and conversations accurately.	________	________
5. Completed message forms with 90% typographical accuracy.	________	________

STUDENT HANDOUT 06/02/01
CLIENT CALLS

When your employer is out of the office or is unavailable to take telephone calls, you must be prepared to accurately record the message and to transcribe it for your employer. To have complete the accurate messages for your employer, use the following steps:

1. Take the call and write the important points of the conversation in shorthand.
2. Edit and condense your notes. Make sure that you have included:
    a) Name of the person who should receive the message.
    b) Name, title, and telephone number of the person who called.
    c) Date and time of the call.
    d) Purpose of the call and message.

Then you must prepare a telephone message form for your employer by typing the information in the correct blanks. Your office might have preprinted message forms. If not, you may want to design a form like the one below:

TELEPHONE MESSAGE

TO: ______________________________

DATE: ______________ TIME: ______________ am pm

CALLER: ______________________________

OF: ______________________________

PHONE: ______________________________

___Will Call Back ___Urgent
___Please Call ___Returned Call

MESSAGE ______________________________

____

____

____

____

STUDENT HANDOUT 06/02/01 - Page 2

Practice Exercises:

Here is a telephone conversation. Take shorthand notes of the conversation and prepare a telephone message form for your employer. You may use the form on the Student Answer Sheet. If you have any questions, your instructor will assist you.

Secretary: Good afternoon, Thomasson and Victors, Leslie Arnold speaking.

Caller: This is Dr. Thomas Biggers, and I'd like to speak to Margaret Tucker.

Secretary: I'm sorry, Dr. Biggers, Ms. Tucker is in court this afternoon. May I take a message?

Caller: Well . . . okay. I was calling about these medical forms she sent to me to fill out. I don't have anything that says that George Bradley consented to have me give Ms. Tucker this information.

Secretary: You mean that there is no consent form with the other forms?

Caller: If there is, I can't find it. Tell Ms. Tucker that I can't give her this information until George says okay. Patient confidentiality, you know.

Secretary: I'll have Ms. Tucker send that form to you right away, Dr. Biggers. What is your address?

Caller: Suite 900, Doctor's Building, City Hospital, State Capitol, WV .

Secretary: What is your telephone number so that Ms. Tucker can return your call?

Caller: The number is 555-2008, but she doesn't need to call back unless she has questions. If she has any questions, tell her I'll be in my office until 6:00.

Secretary: Thank you for calling, Dr. Biggers. Good-bye.

Caller: Good-bye.

Student Answer Sheet:

TELEPHONE MESSAGE

TO: ____________________

DATE: __________ TIME: __________ am pm

CALLER: ____________________

OF: ____________________

PHONE: ____________________

___Will Call Back ___Urgent

___Please Call ___Returned Call

MESSAGE ____________________

____

____

____

____

STUDENT HANDOUT 06/02/02
MONITORING EMPLOYEE'S TELEPHONE CONVERSATIONS

Sometimes your employer will ask you to monitor his or her telephone conversations so that there will be a complete record of what is discussed. When you are monitoring a telephone conversation, you should:

1. Tell the caller that you are on the line. You might want to say something like this: "Mr. Adams, (person called's name), this is Susan Martin, Teresa Pearson's (your employer's name) secretary. Ms. Pearson has asked me to make a record of the conversation, and I will be on the line throughout the call." Your employer may prefer to indicate you are on the line, in which case you would not be required to say anything.

2. Write the important points of the call in shorthand.

3. Edit your notes. There are two methods of transcription which you might want to use.

   a. Summary - You should include the important points of the conversation, but it is not necessary to have direct quotes. A summary might read like this: "Ms. Pearson told Mr. Adams that a $75,000 settlement would be sufficient if the case were settled out of court, but that her client will demand $100,000 if a complaint has to be filed. Mr. Adams replied that $75,000 seemed unreasonably high for the injuries sustained. Ms. Pearson pointed out that her client had permanently and totally lost the hearing in one ear, and had frequent migrane headaches. Mr. Adams replied that he still thought that $75,000 was too much, and that he would have to check with his boss, Mr. Clinton, to see what the company would be willing to offer." The summary should be written in complete sentences in paragraph style.

   b. Detailed - In a detailed transcription, you should try to reconstruct, noting who said what. A detailed transcription might read like this:

      Pearson: Mr. Adams, this is Teresa Pearson, and I'm calling you about the Rose claim -- Elizabeth Rose was hit by a bus insured by your company and sustained serious head injuries on December 15, 1977.

      Adams: Yes, Ms. Pearson. I'm familiar with the claim.

      Pearson: I've spoken with my client, and we have a settlement offer for you. If

Pearson: you will settle out of court, we are asking $75,000, but if a complaint has to be filed, we must ask $100,000.

Adams: Those figures are extraordinary! I've never heard such an unreasonably high claim for injuries like those Elizabeth Rose sustained.

Etc.

4. The heading of the transcription should always include: the date; the name of the caller; the name, address and telephone number of the party called; and the subject of the call.

Practice Exercises:

Pair off with two of your classmates (i.e., three people to a group) and practice monitoring your employer's calls. One of you should be the legal secretary, one the employer and one the person called. Continue to role play until each of you have had a turn being the legal secretary. Then, type up a summary and a detailed transcription of your notes. Be certain that you have included all pertinent data in the heading.

STUDENT COMPETENCY SHEET

MODULE 06: Dictation and Typing Duties

Competency Statement 03:	Operate a dictating machine
Performance Objective:	Given dictation on a desk-top dictating machine, and on a portable unit, you will operate the transcribing machine and transcribe the dictation with 100% typographical accuracy. You will also demonstrate the ability to operate a dictating machine and a dictate-transcribe machine. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Read carefully pages 51 through 75 in Word Processing in the Modern Office and answer the following questions. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

   A. Define "wax cylinder," and "stylus" and describe the disadvantages of these mediums.

   B. Discuss the advantages and disadvantages of desk-top units.

   C. Define "nonselector," "manual selector" and "automatic selector," and tell which category dictation equipment they are part of.

   D. Describe the characteristics of an endless loop system. What are individual loop systems and centralized loop systems?

   E. Name the 5 major manufactures of dictation equipment.

   F. Name 12 major features which are considered standard for machine equipment and discuss their purposes.

Student Competency Sheet - Page 2

Learning Activities Continued:

G. Name the factors useful to decide what equipment is needed in your office.

3. Attend a lecture or series of lectures by your instructor on the operation of dictating machines, transcription machines, and dictate-transcribe machine. You must take and pass a quiz given by your instructor on the operation of each kind of machine. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Practice transcribing dictation from a desk-top model and a portable model. You must transcribe the dictation with 100% accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

Given dictation on a desk-top dictating machine and on a portable unit, you will operate the transcribing machine and transcribe the dictation with 100% accuracy. You will also demonstrate the ability to operate a dictating machine and a dictate-transcribe machine. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Operated transcribing machines.	______	________
2. Operated dictating machines.	______	________
3. Operated dictate-transcribe machine.	______	________
4. Transcribed all dictation with 100% typographical accuracy.	______	________

STUDENT COMPETENCY SHEET

MODULE 06: Dictation and Typing Duties

Competency Statement 04: Type letters

Performance Objective: Given a letter in longhand, a letter that you must take in shorthand, a letter on a dictating machine, and instructions on the style of each letter, you will type the letters in the appropriate style with 90% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you are able to complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Read carefully pages 65 through 69, "The First Impression," "Letter Styles," "Letter Punctuation," and "Margins and Spacing" in Secretarial Office Procedures. Answer the following questions and have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #3.

   A. Describe the characteristics of the modified block style of letter writing.

   B. Describe the characteristics of the block style of letter writing.

   C. Describe the characteristics of the simplified style of letter writing.

   D. What is open punctuation?

   E. What is mixed punctuation?

3. Read carefully pages 73 through 82, "Parts of a Letter," in Secretarial Office Procedures. Answer the following questions and have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #4.

   A. Where is the date placed in modified block style? In block style?

   B. Name the parts of the inside address.

Learning Activities Continued:

C. Name the two positions an official title may occupy.

D. When there is an attention line, does the salutation agree with the company's name or with the individual's name?

E. Where is the salutation located?

F. Where is the subject line located?

G. How many spaces should there be between the salutation and the body of the letter?

H. Name three things the heading of the second page should include.

I. Where is the complimentary close placed in modified block style? In block style?

J. Describe where the reference initials, the enclosure notations, and the carbon copy notations are positioned.

4. Read carefully pages 17 through 25, "Origination," in Word Processing in the Modern Office and answer the following questions. Have your instructor check your answers. When you have completed this satisfactorily, go on to Learning Activity #5.

A. Name the three types of origination.

B. Name the advantages and disadvantages of longhand.

C. Name the advantages and disadvantages of shorthand.

D. Name the advantages and disadvantages of machine dictation.

5. Obtain from your instructor a copy of a letter written in longhand. Type it in simplified style and have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, go on to Learning Activity #6.

6. Your instructor will dictate a letter that you must take in shorthand. Type the letter in modified block style and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

Learning Activities Continued:

7. Obtain from your instructor a letter on a dictating machine. Type the letter in block style and have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 4

Criterion Evaluation:

Given a letter in longhand, a letter that you have taken in shorthand, a letter on a dictating machine, and instructions on the style of each letter, you will type the letters in the appropriate style with 90% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Transcribed longhand correctly.	________	________
2. Transcribed shorthand correctly.	________	________
3. Transcribed machine dictation correctly.	________	________
4. Typed block style correctly.	________	________
5. Typed modified block style correctly.	________	________
6. Typed simplified style correctly.	________	________
7. Completed letters with 90% typographical accuracy.	________	________

Criterion Evaluation:

Type the following long-hand letter in modified block style. Then obtain a tape of a letter that you must take in shorthand from your instructor, and type it in simplified style. Obtain a letter on a dictating machine from your instructor, and type it in block style.

1982 Parkwood Road
Charlottestown, WV
January 31, 1976

Paul Peterson, Director
West Virginia Department of Labor
Building 6
Capital Complex
Charleston, WV

Dear Mr Peterson:

I am planning on applying to law school in the fall, and am hoping that you will write a recommendation for me to Harvard and Yale Law Schools, as you said that you would last summer.

I have appreciated my experience with the Department of Labor - you always found such interesting things for me to do.

I have enclosed the law school forms. I appreciate your time and attention to this matter.

Sincerely,
Elizabeth Rose

STUDENT COMPETENCY SHEET

MODULE 06: Dictation and Typing Duties

Competency Statement 05:	Type memoranda
Performance Objective:	Given a memorandum in longhand, a memorandum which you must take in shorthand, and a memorandum on a dictating machine, you will type the memoranda in the correct style with 90% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 06/05/01, "Typing Memoranda," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain a copy of a memorandum in longhand from your instructor. Type the memorandum in the correct form with 90% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Your instructor will dictate a memorandum which you must take in shorthand. Transcribe the memorandum, typing it in correct form and with 90% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a memorandum on a dictating machine from your instructor. Type the memorandum in correct form with 90% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a memorandum in longhand, a memorandum which you must take in shorthand, and a memorandum on a dictating machine, you will type the memoranda in the correct style with 90% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Transcribed longhand correctly.	________	________
2. Transcribed shorthand correctly.	________	________
3. Transcribed machine dictation correctly.	________	________
4. Typed memoranda in correct style.	________	________
5. Completed memoranda with 90% typographical accuracy.	________	________

STUDENT HANDOUT 06/05/01
TYPING MEMORANDA

Law offices use memoranda to communicate with people in the same office. Usually, if someone outside the office needs information, a more formal letter is written. Although formats differ, and you should check with your employer to see what format is preferred, the one described below is fairly standard.

1. Paper - Because memoranda are an informal means of communication which are only seen by persons within your office and because letterhead stationery is expensive, most memoranda are written on plain white paper.

2. Heading -

   a) The date should be centered on the 12th line from the top of the page. If you are using letterhead stationery, the date should be put in the same place it would be put on a letter.

   b) The words "to," "from," and "subject" should be typed in all caps (followed by a colon) at the left margin. These lines should be doubled spaced. The information on these lines should have an even margin, beginning two spaces after the colon after "subject." If the subject extends beyond the right margin, single space and begin typing two spaces to the right of the colon after "subject." A heading should look like the one below:

   TO: All Legal Secretaries

   FROM: Your Employer

   SUBJECT: General Office Procedures and Practices in the Law Firm

3. Body - The body should begin 3 lines after the subject line. The body and heading should be vertically centered on the page and the body should be single-spaced or double-spaced depending on its length. If single spacing is used, block or modified-block style may be used. If the memorandum is double-spaced, you must use modified-block style.

4. Distribution - The sender of the memorandum will probably want to initial the original copy. (The initials are generally placed at the end of the "from" line). You should then distribute the memorandum to its recipients through inter-office mail procedures. If more than one person is to receive the memorandum, a photocopy should be made of it. This is less expensive and less time consuming than typing an original for each recipient. Remember to keep a copy for your employer's files. If your office has a spirit duplicator, this is an even less expensive method of distributing a memo to a large number of people.

STUDENT HANDOUT 06/04/01 - Page 2

Practice Exercises:

Type the following information in the proper memoranda format. If you have any questions, your instructor will assist you.

The memo is from Jan Justice, Office Manager, to all partners and associates of Long and Short concerning a staff meeting. The meeting is to be held on August 31, 1978, in the main conference room at 6:00 p.m. Everyone is expected to attend; and, if someone is unable to attend, he/she should let Ms. Justice know by 5:00 on Thursday. Today's date is August 28, 1978.

X

Criterion Evaluation:

Type the following memorandum in the correct format with at least 90% typographical accuracy. When you have finished it, obtain a tape of a memorandum which you must take in shorthand and a memorandum on a dictating machine from your instructor. Type them with at least 90% typographical accuracy.

June 3, 1978

To: All associates of Logan & Craven
From: Paul Perry
Subject Annual Picnic

All associates and their families are invited to our annual picnic which will be held Saturday, August 5, 1978, at City Park Shelter #5 This shelter is near the golf course and has ample recreation facilities for the kids. Beverages will be provided Sign up with Marie Light, my secretary, by August 1. There is a $\$2^{00}$ per family fee and each family should bring its own picnic supper. The outing will last from 11 AM – 8 PM. Come anytime during the day!

STUDENT COMPETENCY SHEET

MODULE 06: Dictation and Typing Duties

Competency Statement 06:	Type reports
Performance Objective:	Given a report in longhand, a report that you will take in shorthand, and a report on a dictating machine, you will type the report in the correct style with 90% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 06/06/01, "Typing Reports," from your instructor. Read it carefully and do the exercises at the end of the handout. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain from your instructor a report written in longhand. Type the report in the correct style, and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Your instructor will dictate a report that you must take in shorthand. Transcribe the report in the correct style and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain from your instructor a report on a dictating machine. Type the report in the correct style and have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a report in longhand, a report that you will have to take in shorthand, and a report on a dictating machine, you will type the report in the correct style with 90% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Transcribed longhand correctly.	________	________
2. Transcribed shorthand correctly.	________	________
3. Transcribed machine dictation correctly.	________	________
4. Typed report in correct style.	________	________
5. Completed report with 90% typographical accuracy.	________	________

STUDENT HANDOUT 06/06/01
TYPING REPORTS

The law office does not require many formal reports. Doctors' reports and private investigators' reports are two of the most common. Although formats differ, and you should check with your employer to see what format is preferred, the one described below is fairly standard.

1. Paper - Letter size (8 1/2 x 11) plain paper should be used.
2. Heading - Center the heading, beginning twelve spaces from the top of the page. The heading should include the reporter's full name and address and should be single-spaced.
3. Body - The body should begin a triple space below the heading and should be double spaced. It should be typed with standard margins (1 1/2" from the left side and the bottom, 1" from the right side of the paper), and paragraphs should be indented 10 spaces.
4. Signature line - Leave 3 lines between the end of the body and the signature line. The signature line should begin at the center of the page. The reporter's name should be typed beneath the signature line.
5. Date - Type the current date a double space below the signature line.
6. Corrections - Neatly correct errors that do not involve dates, sums of money, names or vital descriptions. If an error is made in names, dates, sums of money or vital descriptions, the report must be retyped.
7. Remember to keep a carbon or photocopy for your employer's file.

Practice Exercises:

Answer the following questions.

1. Where does the signature line belong?
2. Should letterhead stationery be used?
3. If the information should have read $677.43 and was typed $674.73, should the report be retyped?
4. Is the heading placed on the left margin?
5. Where does the date belong?
6. Should the body be single-spaced?

Criterion Evaluation:

Type the following report in the correct style with at least 90% typographical accuracy. When you have finished it, obtain a tape of a report which you must take in shorthand and a report on a dictating machine from your instructor. Type them in the correct style with at least 90% typographical accuracy.

Report of Thomas Louis, Private Investigator
226½ Side Street
Bigtown, WV

Re. case # 111.6 Mary Atkins Personal injury

I examined witnesses Jack Goodly, Thomas Clinton and Marcella Myers today about the Atkins accident. Although all three were present at the scene, only Mrs. Myers saw the impact. I have made arrangements to take her deposition one week from today. Mr Clinton says that he heard the squeal of breaks and the crash, but was looking the other way. Mr. Goodly said that he arrived just after the accident took place.

June 6, 1972

STUDENT COMPETENCY SHEET

MODULE 06: Dictation and Typing Duties

Competency Statement 07: Type tax reports

Performance Objective: Given a supply of state and federal tax reports and the information necessary to fill them out, you will type the tax reports. You must place all information in the appropriate blanks, transfer all numbers accurately, and complete the reports with 100% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Attend a lecture given by your instructor on typing state personal income tax forms. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain a set of state personal income tax forms and a set of instructions on what information goes in each blank. Type the forms in the correct format with 100% accuracy. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Attend a lecture given by your instructor on typing federal income tax forms. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a set of federal personal income tax forms and a set of specifications on what information goes in the blanks. Type the forms in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Attend a lecture given by your instructor on typing state estimated tax forms. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #7.

Learning Activities Continued:

7. Obtain a set of state estimated tax forms and instructions about what information to put in each blank. Type the forms in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #8.

8. Attend a lecture given by your instructor on typing federal estimated tax forms. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #9.

9. Obtain a set of federal estimated tax forms and instructions on what information to put in each blank. Type the forms in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

Given a supply of state and federal tax reports and the information necessary to complete them, you will type the tax reports. You must place all the information in appropriate blanks, transfer all figures accurately, and complete the reports with 100% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Completed state personal income tax forms correctly.	________	________
2. Completed federal personal income tax forms correctly.	________	________
3. Completed state estimated tax forms correctly.	________	________
4. Completed federal estimated tax forms correctly.	________	________
5. Completed all typing with 100% accuracy.	________	________

STUDENT COMPETENCY SHEET

MODULE 06: Dictation and Typing Duties

Competency Statement 08:	Operate a magnetic keyboard
Performance Objective:	You will operate a magnetic keyboard, and demonstrate knowledge of all of its features. You will also demonstrate knowledge of the components of word processing equipment. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Read carefully pages 83 through 117 in Word Processing in the Modern Office and answer the following questions. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

   A. What is a keyboard?
   B. Name 4 types of storage media.
   C. What is the logic part of the word processor?
   D. What are the advantages of a visual screen unit?
   E. What are the advantages of the communications option?
   F. Name 3 classifications of keyboards.
   G. What is a shared logic system?
   H. What are the 4 features of the shared logic system?
   I. What is an "on-line" terminal?

3. Attend a lecture and demonstration (or a series of lectures and demonstrations) given by your instructor on using a magnetic keyboard. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Practice operating a magnetic keyboard, and learn to use all of its features. You must take and pass a quiz given by your instructor on the use of the features. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

You must demonstrate knowledge of the components of word processing equipment by identifying the major parts and functions of the machine you are using. Then, you must operate the magnetic keyboard, and demonstrate knowledge of all its features. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Showed knowledge of word processing components.	______	______
2. Operated magnetic keyboard using all features.	______	______

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 01: Prepare complaints

Performance Objective: Given a complaint written in longhand, a tape of a complaint which you must take in shorthand, a complaint on a dictating machine, and your employer's instructions about the specifications of a complaint to be typed from your form file, you will type the complaints. You may use your notes on complaint format and a standard complaint form your instructor will provide as references. You must type the complaint in the correct format with 100% typographical accuracy. You must also be able to define the parts of a complaint. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterim Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/01/01, "Parts of a Complaint," and read it carefully. Do the exercises at the end of the complaint and have your instructor check your work. When you have completed these satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing complaints. Summarize the format for typing a complaint in your notes. You must take and pass a quiz given by your instructor on typing format. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a handwritten complaint from your instructor. Type it in the correct format with 100% typographical accuracy and have your instructor check your work. You may use your notes on typing format as a reference. When you have completed this satisfactorily, go on to Learning Activity #5.

Student Competency Sheet - Page 2

Learning Activities Continued:

5. Obtain a tape of a complaint which you will have to take in shorthand from your instructor. Type it in the correct format with 100% typographical accuracy and have your instructor check your work. You may use your notes on typing format as a reference. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain a complaint on a dictating machine from your instructor. Type it in the correct format with 100% typographical accuracy and have your instructor check your work. You may use your notes on typing format as a reference. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's specifications about a complaint, and a sample complaint form from your instructor. Type the complaint from the sample form in the correct format with 100% typographical accuracy and have your instructor check your work. You may use your notes on typing format as a reference. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Criterion Evaluation:

You must first define the parts of a complaint. Then, given a complaint in longhand, a complaint which you must take in shorthand, a complaint on a dictating machine and your employer's instructions about the specifications of a complaint to be typed from your form file, you will type the complaints. You may use your notes on complaint format and a standard complaint form which your employer will provide as references. You must type the complaint in the correct format with 100% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Defined all parts of a complaint.	______	______
2. Types all complaints in correct format.	______	______
3. Typed all complaints with 100% accuracy.	______	______

STUDENT HANDOUT 07/01/01
COMPLAINTS

The complaint is the first pleading filed by the plaintiff in a lawsuit. That is, it is the first formal allegation made by the party who is bringing the lawsuit. It contains the facts upon which the plaintiff is basing the lawsuit.

The parts of the complaint are:

1. The caption -- which contains the jurisdiction (the name of the court in which the action is being brought), the name of the case, the civil or criminal action number, and the title, "Complaint."
2. The body of the complaint -- which contains the allegations of the plaintiff. Each allegation is a separate paragraph, and the paragraphs are numbered consecutively.
3. The prayer -- in which the plaintiff expresses what he hopes that the court will do.
4. The signature line -- which is for the signature of the attorney who prepared the complaint. The name and address of the attorney should be typed under the signature line.
5. The acknowlegment -- in which the plaintiff acknowledges that the facts of the complaint are true.

After the attorney prepares the complaint, it is filed, along with the memoranda to clerk instituting civil action with the clerk of the court.

Practice exercises

State whether the following are true or false

_____1. The signature line is for the signature of the plaintiff.

_____2. The complaint is the first pleading filed by the plaintiff in a lawsuit.

_____3. The Prayer is the part of the complaint in which the plaintiff expresses what he hopes the court will do.

_____4. Each allegation of the plaintiff is expressed in a separate paragraph, and the paragraphs are consecutively numbered.

_____5. The attorney delivers a copy of the complaint to the defendant.

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 02:	Prepare request for summons
Performance Objective:	Given the forms for requesting that a summons be issued in a civil action and your employer's instructions on filling out the memoranda to the clerk for instituting a civil action, you will prepare the request for the summons. You must place all information in the correct space and complete all typing with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/02/01, "Memoranda to the Clerk Instituting a Civil Action," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learining Activity #3.

3. Obtain a copy of a memoranda for instituting a civil action and a set of your employer's instructions on the case from your instructor. Complete the memoranda accurately and have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Criterion Evaluation:

You must describe the steps taken in issuing a summons. Then, given the necessary forms and your employer's instructions about a case, you will fill out the forms, putting the information in the correct blanks, and completing the typing with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Placed all information in correct blanks.	_____	_____
2. Completed typing with 100% accuracy.	_____	_____
3. Described steps taken in issuing a summons.	_____	_____

STUDENT HANDOUT 07/02/01
MEMORANDA TO THE CLERK INSTITUTING A CIVIL ACTION

The memoranda to the clerk instituting a civil action serves as a notice to the court that the action has been brought, and is a request that a summons be issued to the defendant. It is submitted along with the complaint. The steps necessary to complete the form are shown below. The diagram references are to the sample form attached to this handout.

1. Fill in the name of the court in Part A of the diagram.
2. Fill in the name of the Plaintiff(s) in Part B of the diagram.
3. The clerk will assign the case a Civil Action Number, and will record it in Part C of the diagram.
4. Fill in the complete name and address of the defendant(s) in Part D of the diagram.
5. Fill in the number of days that the defendant has to answer the complaint in Part E of the diagram.
6. Fill in the type of service (the way the summons is to be delivered) in Part F of the diagram.
7. Fill in the number of copies of the complaint that are attached to the memoranda in Part G of the diagram.
8. Fill in the name and address of your employer (who is counsel for the Plaintiff) in Part H of the diagram.
9. Fill in the date in Part I of the diagram.

Practice exercises

Complete a memoranda for instituting a civil action for the case where Susan Adams is the plaintiff and Graystone Used Cars, Inc., (4790 Twin Pike, Parkersburg, WV) is the defendant. The action is being brought in the Circuit Court of Kanawha County, and Harold Pointer (Suite 9000, National Bank Building, Charleston, WV) is the counsel for the plaintiff. Defendant has 15 days to answer, and personal service will be made.

MEMORANDUM TO CLERK
FOR INSTITUTING CIVIL ACTION

A To the Clerk of the ____________________
Court of Kanawha County, West Virginia

B. ____________________
____
____
____

C. CIVIL ACTION NO. ____________
(To be filled in by Clerk)

Plaintiffs

VS.	E. Days to Answer	F. Type of Service (Personal, Publication or Auditor)
D. ____________________	____________	____________
____________________ Street		
____________________ City and County		
____________________	____________	____________
____________________ Street		
____________________ City and County		
____________________	____________	____________
____________________ Street		
____________________ City and County		
____________________	____________	____________
____________________ Street		
____________________ City and County		

Defendants

Please issue summons in the above styled action as indicated.

Original and ____G 1.____ copies of complaint furnished herewith.

H ____________________ Counsel for Plaintiff	____________________ Counsel for Plaintiff
____________________	____________________
____________________ Address	____________________ Address

I. Date____________________

CASTO & HARRIS INC., SPENCER, W. VA. RE ORDER NO 38460-A

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 03: Prepare temporary restraining orders.

Performance Objective: Given a temporary restraining order written in longhand, a tape of a temporary restraining order which you must take in shorthand, a temporary restraining order on a dictating machine and your employer's instructions on the specifications of a temporary restraining order to be typed from your form file, you will type the temporary restraining orders with 100% typographical accuracy. You may use your notes on typing format as a reference. You must also be able to describe the steps in requesting a temporary restraining order. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/03/01, "Temporary Restraining Orders," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on the typing of temporary restraining orders. Summarize the format for typing temporary restraining orders in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a handwritten temporary restraining order from your instructor. Type it in the correct format with 100% typographical accuracy and have your instructor check your work. You may use your notes on typing format as a reference. When you have completed this satisfactorily, go on to Learning Activity #5.

Learning Activities Continued:

5. Obtain a tape of a temporary restraining order which you must take in shorthand. Type it in the correct format with 100% typographical accuracy and have your instructor check your work. You may use your notes on typing format as a reference. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain a temporary restraining order on a dictating machine from your instructor. Type it in the correct format with 100% typographical accuracy and have your instructor check your work. You may use your notes on typing format as a reference. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a sample temporary restraining order and your employer's instructions on the specifications of a temporary restraining order from your instructor. Type the temporary restraining order in the correct format with 100% typographical accuracy and have your instructor check your work. You may use your notes on typing format as a reference. When you have completed this satisfactorily, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must first describe the steps in requesting a temporary restraining order. Then, given a temporary restraining order written in longhand, a tape of a temporary restraining order which you must take in shorthand, a temporary restraining order on a dictating machine and your employer's specifications on a temporary restraining order to be typed from your form file, you will type the temporary restraining orders in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all temporary restraining orders in correct format.	______	______
2. Typed all temporary restraining orders with 100% accuracy.	______	______
3. Described steps in requesting a temporary restraining order.	______	______

STUDENT HANDOUT 07/03/01
TEMPORARY RESTRAINING ORDERS

A restraining order, or injunction is an order by the court which prohibits an act from being performed that is harmful in some way to a person or persons. A temporary restraining order is issued before the case is heard, an is different from an injunction becuase it is only in effect until the case is heard and judgment is made.

The temporary restraining order is prepared by the attorney, signed by the judge, filed in the clerk's office and served on the party which has been restrained. Service is usually made by the sheriff or his or her agent.

Although each attorney will write temporary restraining orders differently, these parts are usually included:

1. The heading -- which includes the jurisdiction (the name of the court that the case is being heard in), and the Civil Action Number.
2. The case name -- which is typed in legal style.
3. The title, "Temporary Restraining Order."
4. The reason for the order.
5. The body of the order.
6. The effective date of the order and the period for which it is to be effective.
7. The signature line -- which is for the signature of the attorney who prepared the order. The attorney's name and address should be typed below the signature line.
8. A blank for the signature of the judge.

Practice exercises

Answer the following questions:

1. What is an injunction?
2. How does an injunction differ from a temporary restraining order?
3. When is a temporary restraining order issued?
4. How is service usually made?
5. Where is the order filed?

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 04: Prepare answers

Performance Objective: Given a handwritten answer, a tape of an answer which you will take in shorthand, an answer on a dictating machine and your employer's specifications on an answer to be composed from your form file, you will type the answers in the correct format with 100% typographical accuracy. You must also be able to describe the parts of the answer, and tell what part it plays in the lawsuit. You may use your notes on typing format and a sample answer provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/04/01, "Answers," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing answers. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a handwritten answer and type it in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of an answer which you must take in shorthand. Type it in the correct format with 100% typographical accuracy and have your instructor check your work. You may use your notes on typing format as a reference. When you have completed this satisfactorily, go on to Learning Activity #6.

Learning Activities Continued:

6. Obtain an answer on a dictating machine and type it in the correct format with 100% typographical accuracy. You may use your typing format notes as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's specifications on an answer and a sample answer from your instructor. Type the answer from the specifications and sample in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation

Criterion Evaluation:

You must describe the parts of an answer, and tell what part it plays in a lawsuit. Then, given a handwritten answer, a tape of an answer which you must take in shorthand, an answer on a dictating machine and your employer's specifications on an answer to be composed from your form file, you will type the answer in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample answer provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Explained parts of an answer and the role it plays in a lawsuit.	______	______
2. Typed all answers in the correct format.	______	______
3. Typed all answers with 100% accuracy.	______	______

STUDENT HANDOUT 07/04/01
ANSWERS

The answer is the defendant's answer to the complaint of the plaintiff. It is the statement by the defendant setting forth his defense, and determines the issues to be litigated.

The parts of the answer are:

1. The caption -- which contains the jurisdiction (court in which the complaint was filed), the name of the case, the civil action number and the title "Answer of the Defendant."
2. The body of the complaint -- which contains admissions and denials of all the allegations (charges) made in the complaint. The paragraphs are consecutively numbered.
3. The prayer or wherefore clause -- which is the part of the answer in which the defendant expresses what he hopes the court will do.
4. Signature line of the attorney -- which is placed after the wherefore clause or prayer. The name and address of the attorney should be placed under the signature line.
5. Acknowledgment -- which is necessary if the complaint has been acknowleged.

The answer is the first pleading filed by the defendant in a lawsuit. A copy of the answer will be served on the attorney for the plaintiff by either hand delivering it or mailing it to him, and proof of service must be noted on the defendant's attorney's copy. The proof of service may be attached after the acknowledgment. The attorney for the defendant is responsible for making sure the answer has been filed in the office of the clerk of the court.

Practice exercises

State whether the following are true or false:

____1. The clerk of the court must fill out the proof of service.

_____2. The caption is the part of the complaint which expresses what the defendant hopes the court will do.

_____3. The answer is the first pleading filed by the defendant in a lawsuit.

_____4. The attorney for the plaintiff gets a copy of the answer from the clerk of the court.

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 05: Prepare answers and counterclaims

Performance Objective: Given an answer and counterclaim written in longhand, a tape of an answer and counterclaim which you must take in shorthand, an answer and counterclaim on a dictating machine, and your employer's instructions on an answer and counterclaim to be composed from your form file, you will type the answers and counterclaims in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample answer and counterclaim provided by your instructor as references. You must also be able to describe the parts of an answer and counterclaim and tell what part it plays in a lawsuit. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/05/01, "Answers and Counter-Claims," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing answers and counterclaims. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of an answer and counterclaim written in longhand from your instructor. Type the answer and counterclaim in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

Learning Activities Continued:

5. Obtain a tape of an answer and counterclaim which you must take in shorthand. Type the answer and counterclaim in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain an answer and counterclaim on a dictaphone from your instructor. Type the answer and counterclaim in the correct format with 100% typographical accuracy. You may use your your notes on typing format as a reference. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain your employer's specifications on an answer and counterclaim which is to be composed from a sample in your form file. Type the answer and counterclaim from the sample provided by your instructor and your employer's specifications in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Criterion Evaluation:

You must describe the parts of an answer and counterclaim and discuss what part it plays in a lawsuit. Then, given an answer and counterclaim written in longhand, a tape of an answer and counterclaim which you must take in shorthand, an answer and counterclaim on a dictating machine, and your employer's specifications on an answer and counterclaim which is to be composed from your form file, you must type the answers and counterclaims in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample answer and counterclaim provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all answers and counterclaims with 100% typographical accuracy.	______	________
2. Typed all answers and counterclaims in correct format.	______	________
3. Described parts of answers and counterclaims and its part in a lawsuit.	______	________

STUDENT HANDOUT 07/05/01
ANSWERS AND COUNTERCLAIMS

By filing an answer and counterclaim, the defendant is taking advantage of the lawsuit filed against him by making his own claims against the plaintiff.

The parts of the answer and counterclaim are:

1. The caption -- which includes the jurisdiction (the name of the court in which the action is being brought), the name of the case, the civil action number and the title, "Answer and Counterclaim."
2. The answer -- which admits and denies the allegations of the plaintiff. Each allegation is treated in a separate paragraph, and the paragraphs are consecutively numbered.
3. The countercliam -- in which the defendant makes his or her charges against the plaintiff. The title "Counterclaim," precedes this section. The allegations of the counterclaim are typed in separate paragraphs, and are consecutively numbered.
4. The prayer -- in which the defendant expresses what he or she hopes that the court will do.
5. The signature line -- which is for the signature of the attorney who prepared the answer and counterclaim. The name and address of the attorney should be typed under the signature line.
6. The acknowledgment -- in which the defendant acknowledges that the statements in the answer and counterclaim are true and correct to the best of his or her knowledge.
7. Proof of service -- which the attorney fills out to indicated how he or she served the answer and counterclaim on the attorney for the plaintiff.

After the attorney prepares the answer and counterclaim and has served it on opposing counsel, it is filed in the office of the clerk of the court.

Practice exercises

Answer the following questions:

1. What is the prayer?
2. Which comes first, the counterclaim or the answer?
3. What is the proof of service?
4. Who serves the answer and counterclaim on the attorney for the plaintiff?

Student Handout 07/05/01 -- page 2

5. What is included in the caption?
6. How are the allegations of the counterclaim arranged?
7. Do each of the allegations of the complaint have to be answered?
8. Who signs the signature line?
9. Who makes the acknowledgment?
10. Where is the answer and counterclaim filed?

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 06:	Prepare answers and cross-claims
Performance Objectives:	Given an answer and cross-claim in longhand, a tape of an answer and cross-claim which you will have to take in shorthand, an answer and cross-claim on a dictating machine and specifications on an answer and cross-claims which you will compose from your form file, you will type the answers and cross-claims in the correct format with 100% typographical accurary. You may use your notes on typing format and a sample answer and cross-claim provided by your instructor as references. You must also be able to define the parts of an answer and cross-claim and be able to tell what part it plays in a lawsuit. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/06/01, "Answers and Cross-Claims," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing answers and cross-claims. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of an answer and cross-claim written in longhand. Type the answer and cross-claim in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

Learning Activities Continued:

5. Obtain a tape of an answer and cross-claim which you must take in shorthand. Type the answer and cross-claim in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain an answer and cross-claim on a dictating machine. Type the answer and cross-claim in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's specifications and a sample answer and cross-claim from your instructor. Type the answer and cross-claim from the sample and specifications in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel that you are ready, ask your instructor for the Criterion Evaluation.

Criterion Evaluation:

You must decide the parts of an answer and cross-claim, and tell what part it plays in a lawsuit. Then, given an answer and cross-claim in longhand, a tape of an answer and cross-claim which you must take in shorthand, an answer and cross-claim on a dictating machine, and specifications on an answer and cross-claim which you will compose from your form file, you will type the answers and cross-claims in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample answer and cross-claim provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all answers and cross-claims in the correct format.	______	________
2. Typed all answers and cross-claims with 100% accuracy.	______	________
3. Described parts of an answer and cross-claim and described its part in a lawsuit.	______	________

STUDENT HANDOUT 07/06/01
ANSWERS AND CROSS-CLAIMS

An answer and cross-claim is filed by the defendant against the plaintiff as a response to a complaint when the defendant feels that he or she is not completely responsible for the damages claimed by the plaintiff. It is like the answer and counterclaim in that the defendant is taking advantage of the lawsuit filed against him or her to bring his or her own charges, but unlike the answer and counterclaim, those charges are not necessarily brought against the plaintiff. The defendant can name a co-defendant in the answer and cross-claim.

The parts of the answer and cross-claim are:

1. The caption -- which includes the jurisdiction (the name of the court in which the action is being brought), the name of the case, the civil action number and the title, "Answer and Cross-claim."

2. The answer -- which admits and denies the allegations of the plaintiff. Each allegation is treated in a separate paragraph, and the paragraphs are consecutively numbered.

3. The cross-claim -- in which the defendant makes his or her allegations against others. The title "Cross-Claim," precedes this section. The allegations of the cross-claim are typed in separate paragraphs, and are consecutively numbered.

4. The prayer -- in which the defendant expresses what he or she hopes the court will do.

5. The signature line -- which is for the signature of the attorney who prepared the answer and cross-claim The name and address of the attorney should be typed under the signature line.

6. The acknowledgment -- in which the defendant acknowledges that the statements in the answer and cross-claim are true and correct to the best of his or her knowledge.

7. The proof of service -- which the attorney fills out to indicate how he or she served the answer and cross-claim on the attorney for the plaintiff.

After the attorney prepares the answer and cross-claim and has served it on opposing counsel, it is filed in the office of the clerk of the court.

Practice exercises

Answer the following questions:

1. What is an answer and cross-claim?

Student Handout 07/06/01

2. How does the answer and cross-claim differ from the answer and counterclaim?

3. How is the answer and cross-claim filed and served?

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 07: Prepare motions

Performance Objective: Given a motion written in longhand, a tape of a motion which you must take in shorthand, a motion on a dictating machine, and your employer's specifications on a motion which is to be composed from your form file, you will type the motions in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample motion provided by your instructor as references. You must also be able to describe the parts of a motion and tell what part it plays in a lawsuit. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/07/01, "Motions," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing a motion. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a motion written in longhand and type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of a motion which you must take in shorthand. Type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed

Learning Activities Continued:

this satisfactorily, go on to Learning Activity #6.

6. Obtain a motion on a dictating machine. Type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's specifications on a motion and a sample motion from your instructor. Compose the motion from the instructions and sample and type in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe the parts of a motion and its part in a lawsuit. Then, given a motion written in longhand, a tape of a motion written in shorthand, a motion on a dictating machine and your employer's specifications on a motion to be composed from your form file, you will type the motions in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample motion provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Described parts of a motion and its role in a lawsuit.	______	______
2. Typed all motions in correct format.	______	______
3. Typed all motions with 100% accuracy.	______	______

STUDENT HANDOUT 07/07/01
MOTIONS

A motion is a written or oral application to a judge or court for a special action relationg to a given legal matter. There are many types of motions -- ranging from a motion to adjorn (which is made orally in a courtroom), to a motion which asks the court to hear the case as soon as possible (which would be made in writing).

Although each attorney will write motions differently, the parts that are usually included are:

1. The heading -- which includes the jurisdiction (the name of the court in which the action is being brought), the name of the case, the Civil Action Number and the title, "Motion."
2. The body of the motion -- which is written in paragraph form and contains a statement of what the person bringing the motion wishes the court to do and why.
3. The signature line -- which is for the signature of the attorney who prepared the motion. The name and address of the attorney should be typed below the signature line.

A notice is attached to the motion, usually, and it is served on the attorney of the adverse party. The motion is filed in the office of the clerk of the court.

Practice exercises

Answer the following questions:

1. Who is the motion served on?
2. When might a motion be made orally?
3. Define what a motion is.
4. Where is the motion filed?

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 08: Prepare notices of motion

Performance Objective: Given a handwritten notice of motion, a tape of a notice of motion which you will take in shorthand, a notice of motion to be composed from your form file, you will type the notices of motion in the correct format with 100% typographical accuracy. You must also be able to describe what a notice of motion is, and tell what role it plays in the lawsuit. You may use your notes on typing format and a sample notice of motion provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.
2. Obtain a copy of Student Handout 07/08/01, "Notices of Motion," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.
3. Attend a lecture given by your instructor on typing notices of motion. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.
4. Obtain a copy of a handwritten notice of motion, and type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.
5. Obtain a tape of a notice of motion which you must take in shorthand. Type it in the correct format with 100% typographical accuracy, and have your instructor check your work. You may use your notes on typing format as a reference. When you have completed this satisfactorily, go on to Learning Activity #6.

Learning Activities Continued:

6. Obtain a notice of motion on a dictating machine and type it in the correct format with 100% typographical accuracy. You may use your typing format notes as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's specifications on a notice of motion and a sample notice of motion from your instructor. Type the notice of motion from the specifications and sample in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Criterion Evaluation:

You must describe the parts of a notice of motion and tell what part it plays in a lawsuit. Then, given a handwritten notice of motion, a tape of a notice of motion on a dictating machine and your employer's specifications on a notice of motion to be composed from your form file, you will type the notice of motion in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample notice of motion provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Explained parts of notices of motion and the role it plays in a lawsuit.		
2. Typed all notices of motions in the correct format.		
3. Typed all notices of motion with 100% accuracy.		

STUDENT HANDOUT 07/08/01
NOTICES OF MOTION

A notice of motion is the document which informs the adverse party in a lawsuit that the motion has been filed.

Although each attorney will write notices differently, these parts are usually included:

1. The heading -- which includes the jurisdiction (the name of the court in which the case is being heard), the name of the case, the Civil Action Number and the title, "Notice of Motion."
2. The body of the notice -- which states when the notice will be heard.
3. The signature line -- which is for the signature of the attorney who prepared the notice. The name and address of the attorney should be typed below the line.
4. The proof of service -- which should be filled out by the attorney stating how and when the notice was served on the counsel for the adverse party.

Practice exercises:

Answer the following questions:

1. What information is contained in the body of the notice?
2. What is the proof of service?
3. Who signs in the signature line?

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement .09: Prepare interrogatories

Performance Objective: Given interrogatories written in longhand, a tape of interrogatories which you must take in shorthand, interrogatories on a dictating machine and your employer's specifications for interrogatories to be composed from your form file, you will type the interrogatories in the correct format with 100% typographical accuracy. You may use your notes on typing format and sample interrogatories provided by your instructor as references. You must be able to describe the parts of interrogatories and the role they play in a lawsuit. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/09/01, "Interrogatories," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing interrogatories. Summerize the typing format of interrogatories in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of interrogatories written in longhand and type the interrogatories in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of interrogatories which you must take in shorthand. Type the interrogatories in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work.

Learning Activities Continued:

When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain interrogatories on a dictating machine. Type the interrogatories in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions on interrogatories which are to be prepared from your form file, and sample interrogatories from your instructor. Compose the interrogatories from the sample and instructions, and type them in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe the parts of interrogatories and their role in a lawsuit. Then, given a set of interrogatories written in longhand, a tape of interrogatories which you must take in shorthand, a set of interrogatories on a dictating machine and your employer's specifications for interrogatories to be composed from your form file, you will type interrogatories in the correct format with 100% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

	SATISFACTORY	UNSATISFACTORY
1. Typed all interrogatories in correct format.	______	________
2. Completed all typing with 100% accuracy.	______	________
3. Described the parts of interrogatories and their role in a lawsuit.	______	________

STUDENT HANDOUT 07/09/01
INTERROGATORIES

Interrogatories, formerly known as a demand for a bill of particulars, are filed by either party in a lawsuit to obtain information from the adverse party. The interrogatories are served on the counsel of the adverse party and are filed in the office of the clerk of the court.

Although each attorney will write the interrogatories in a different way, these parts will usually be included:

1. The heading -- which contains the jurisdiction (the name of the court in which the case is being heard), the name of the case, the Civil Action Number, and the title, which specifies that it is the plaintiff's or defendant's set of interrogatories
2. The introduction -- which quotes the rule of law that allows the interrogatories to be filed, and the time allowable for the adverse party to answer.
3. The definitions -- which are written in separate paragraphs and titled with consecutive letters of the alphabet. These definitions describe what the terms used in the interrogatories should be understood to mean.
4. The interrogatories -- which are number consecutively and written in separate paragraphs.
5. The signature line -- which is for the signature of the attorney who prepared the interrogatories. The name and address of the attorney should be typed under the signature line.
6. The proof of service -- which states when and how the interrogatories were served on the cousel for the adverse party.

Practice exercises

State whether the following are true or false:

_____1. Only the defendant may file a set of interrogatories.

_____2. The proof of service states when and how the interrogatories were served on the counsel for the adverse party.

_____3. The demand for a bill of particulars is the former name of interrogatories.

_____4. The definitions are numbered consecutively.

_____5. The interrogatories precede the definitions.

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 10: Prepare request for subpoenas

Performance Objective: Given request forms for subpoenas and your employer's specifications on the case, you will complete the forms, putting all information in the correct blank with 100% typographical accuracy. You must be able to list the reasons that someone is subpoenad and the steps in issuing a subpoena. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Attend a lecture given by your instructor on the types of subpoenas and the steps in issuing a subpoena. You must take and pass a quiz given by your instructor . When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on the typing format of a request for a subpoena. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a request form for a subpoena and a set of your employer's instructions about a case from your instructor. Complete the request, putting the information in the correct blanks and completing the typing with 100% accuracy. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet -- page 2

Criterion Evaluation:

You must first describe the reasons a person would be subpoenad and the types of subpoenas. Then, given the forms for requesting subpoenas and your employer's specifications on a case, you will complete the forms, putting all information in the correct blanks with 100% typographical accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Placed all information in correct blank.	_____	_____
2. Completed typing with 100% accuracy.	_____	_____
3. Described reasons for issuing a subpoena and types of subpoenas.	_____	_____

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 11: Prepare instructions

Performance Objective: Given a set of instructions written in longhand, a tape of instructions which you must take in shorthand, a set of instructions on a dictating machine, and your employer's specifications on a set of instructions to be composed from your form file, you will type the instructions in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample set of instructions provided by your instructor as references. You must be able to define instructions and describe the role they play in a lawsuit. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/11/01, "Instructions," and read it carefully. Do the exercises at the end of the handout, and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing instructions. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a set of instructions written in longhand. Type the instructions in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of instructions which you must take in shorthand. Type the instructions in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

Learning Activity Continued:

6. Obtain a set of instructions on a dictating machine. Type the instructions in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's specifications and a sample set of instructions from your instructor. Compose the instructions from the sample and specifications, and type them in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must define instructions and describe the role they play in a lawsuit. Then, given a set of instructions written in longhand, a tape of instructions which you must take in shorthand, a set of instructions on a dictating machine and a set of your employer's specifications on instructions to be composed from your form file, you will type the instructions in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample set of instructions provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all instructions in correct format.	______	______
2. Completed typing with 100% accuracy.	______	______
3. Defined instructions and described their role in a lawsuit.	______	______

STUDENT HANDOUT 07/11/01
INSTRUCTIONS

Instructions are the judges instructions to the jury on the points of law which are to be considered in a case. Many cases are overturned on appeal because the jury was given faulty instructions, so both the attorney and the judge try to be quite careful that their content is correct.

The attorney prepares the instructions and gives them to the judge at the end of the testimony in a trial. Usually there are several instructions in set. The instructions can be as simple as "The Court orders the jury to find the defendant Not Guilty," to an instruction explaining the pertinent subtlties of the law. The judge reads the instructions to the jury, and the jury must remember the judge's instructions when they are reaching their verdict.

Practice exercises

Answer the following questions:

1. Who prepares the instructions?
2. Must the jury adhere to the judge's instructions?
3. What are instructions?
4. May a case be overturned on the appeal because of faulty instructions?

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 12: Prepare orders

Performance Objective: Given an order written in longhand, a tape of an order which you must take in shorthand, an order on a dictating machine and your employer's instructions on an order to be prepared from your form file, you will type the orders in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample order provided by your instructor as references. You must also be able to describe the parts of an order, types of orders and the order's role in a lawsuit. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/12/01, "Orders," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing orders. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a handwritten order. Type the order in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of an order which you must take in shorthand. Type the order in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you complete this satisfactorily, go on to Learning Activity #6.

6. Obtain an order on a dictating machine. Type the order in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions on an order and a sample order from your instructor. Compose the order from the instructions and the sample and type it in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe the parts of an order, the types of orders and the role it plays in a lawsuit. Then, given an order written in longhand, a tape of an order which you must take in shorthand, an order on a dictating machine, and your employer's instructions on an order to be composed from your form file, you must type the orders in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample order provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all orders in correct format.	________	________
2. Completed all typing with 100% accuracy.	________	________
3. Described parts of an order, types of orders and the order's role in a lawsuit.	________	________

STUDENT HANDOUT 07/12/01
ORDERS

An order is a written command or dicatation given by a judge. For example, a restarining order is a command by a judge that someone should stop doing something. There are many types of orders -- some of the most common are:

1. Restraining order
2. Order to show cause
3. Remand order to a lower court
4. Orders on motions
5. Order to appoint an executor or executrix of an estate
6. Order of judgment by default

These are just a few of the types of orders that a judge may issue. The attorney prepares the orders, the judge approves and signs them, and the original copy of the order is filed in the court clerk's office.

The order always includes the name of the case and the civil or criminal action number, the name of the court in which it was presented, and a clause in which the court ". . . does ORDER and ADJUDGE. . ." It also contains a blank for the signature of the judge, the date, and the signature of the attorney who presented it.

Practice exercises

State whether the following are true or false:

_____1. The clerk of the court presents the order for the judge's approval and signature.

_____2. The attorney for the defendant receives the original copy of the order.

_____3. The order always states the name of the court in which it was presented.

_____4. The order is signed by the attorney who is presenting it.

_____5. The "order and adjudge" clause is not necessary in all orders.

STUDENT COMPETENCY SHEET

MODULE 07: Court Document

Competency Statement 13:	Prepare judgments
Performance Objective:	Given a judgment written in longhand, a tape of a judgment which you must take in shorthand, a judgment on a dictating machine, and your employer's instructions on a judgment to be composed from your form file, you will type the judgments in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample judgment provided by your instructor as references. You must be able to describe the parts of a judgment, the types of judgments and its role in a lawsuit. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/13/01, "Judgments," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing judgments. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a handwritten judgment. Type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of a judgment which you must take in shorthand. Type the judgment in the correct format with 100% typographical accuracy. You may use your notes on typing format as

Student Competency Sheet - Page 2

Learning Activies:

5. as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain a judgment on a dictating machine. Type the judgment in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain your employer's instructions on a judgment to be composed from your form file and a sample judgment from your instructor. Type the judgment in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe the parts of a judgment, the types of judgments and its role in a lawsuit. Then, given a judgment written in longhand, a tape of a judgment which you must take in shorthand, a judgment on a dictating machine and your employer's instructions about a judgment to be composed from your form file, you will type the judgments with 100% typographical accuracy in the correct format. You may use your notes on typing format and a sample judgment provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all judgments in correct format.	________	________
2. Completed all typing with 100% typographical accuracy.	________	________
3. Described the parts of a judgment, the types of judgments and its role in a lawsuit.	________	________

STUDENT HANDOUT 07/13/01
JUDGMENTS

A judgment is the final decision of the court and is the result of a lawsuit. The judge decides the innocence or guilt of the party and announces the sentence in a judgment of a criminal case; the judgment of a civil case announces the verdict and the court's award to the injured party.

Some of the types of judgments are:

1. Judgment by confession: Judgment taken by the written confession of a debtor withour the formality of legal proceedings.
2. Judgment by default: Judgment taken because of adverse party's failure to enter or plead within a given time.
3. Consent judgment: Judgment giving the Court's approval of an agreement by both parties as to what the judgment should be.
4. Interlocutory judgment: Judgment given on a preliminary or a side issue during the course of a lawsuit.

The judgment is prepared by the attorney, signed by the judge, and the original is kept by the court clerk. A copy of the judgment is given to the attorney for each of the parties in the lawsuit.

The judgment always contains the name of the court in which it was entered; the name of the case; a blank for the judge's signature and for the date it was entered, and a blank for the signature of the attorney who prepared it.

Practice exercises

State whether the following is true or false.

_____1. A judgment that a husband must pay child support to his wife before the divorce has been granted is a consent judgment.

_____2. The judgment is prepared by the court clerk.

_____3. A judgment giving the court's approval to the settlement made by the opposing parties is a consent judgment.

_____4. The original copy of the judgment is kept by the court clerk.

_____5. The judge does not have to sign a consent judgment.

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 14:	Prepare a brief
Performance Objective:	Given a handwritten draft of a brief, you will type it in the correct format with 100% typographical accuracy and attach a legal back to it. You may use your notes on typing format as a reference. You must be able to define each part of the brief, and you must use correct citation forms. You must receive a satisfactory rating on all items on the Student Checklist.

Learning activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/14/01, "Parts of a Brief," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on citations. Take careful notes and be certain that you understand proper citation forms and typing format. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily go on to Learning Activity #4.

4. Attend a lecture/demonstration given by your instructor on typing a brief. Summarize the format for typing a brief in your notes. You must take and pass a quiz on the typing format given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a handwritten copy of a brief from your instructor. Type it in the correct format with correct citation forms with 100% typographical accuracy and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain a copy of Student Handout 07/14/02, "Legal Backs," and read it carefully. Do the exercise at the end of the

Learning Activities Continued:

handout and have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Criterion Evaluation:

You must first define each of the parts of a brief listed below. Then, given a handwritten draft of a brief, you will type it in the correct format with correct citation form with 100% typographical accuracy and attach a legal back to it. You may use your notes on typing format as a reference. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

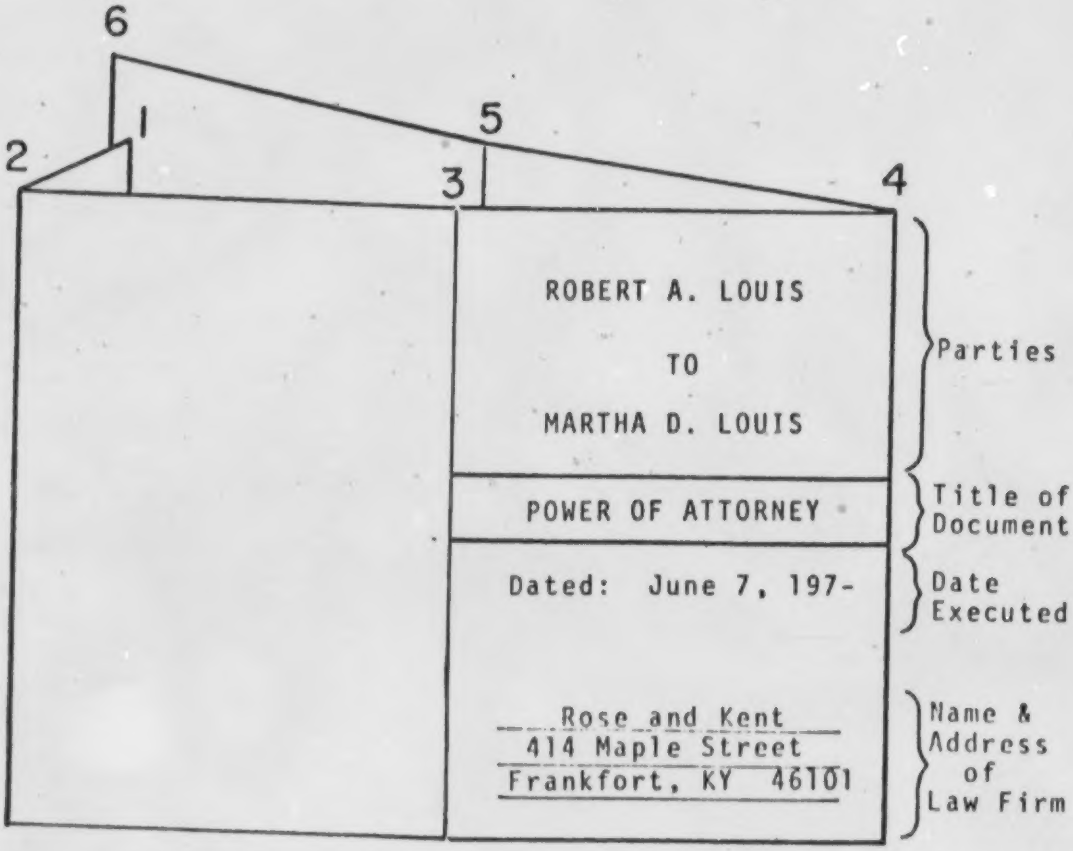
	SATISFACTORY	UNSATISFACTORY
1. Type a brief according to all rules of format.	______	______
2. Typed citations in the correct form.	______	______
3. Completed typing with 100% accuracy.	______	______
4. Attached legal back correctly.	______	______

STUDENT HANDOUT 07/14/02

PREPARING LEGAL BACKS

A typewritten legal client document, such as a deed, a lease, or a will, is generally bound in a protective cover sheet known as a legal back. Legal backs come in a variety of colors, but the blue cover is the most widely used. These backs are sheets of heavier paper, either 9" x 15", or 9" x 13". A back should be nearly an inch longer than the paper on which the document is typed.

The first step in preparing a legal back is to fold it properly. Study the illustration and directions below.



ROBERT A. LOUIS

TO

MARTHA D. LOUIS

POWER OF ATTORNEY

Dated: June 7, 197-

Rose and Kent
414 Maple Street
Frankfort, KY 46101

Illustration 1

**used with the permission of Kentucky Board of Education

First, fold the backing sheet at No. 2, which will be a one-inch turn down. Next, bring No. 2 and No. 6 together. (NOTE: Before inserting it in the typewriter, crease the back slightly at No. 3; this will show the exact area for the endorsement.) Then, insert the back in the typewriter with the 2-3-4 edge feeding into the machine.

The next step is to type the endorsement or identification. Examine the endorsement in the illustration. Notice that it is typed in solid caps between No. 3 and No. 4, and is centered. Most endorsements include the names of the parties to the document, the title of the document, the date the document is executed, and the name and address of the law firm.

The third step is to fasten the document in the legal back. To do this, remove the back from the typewriter and unfold it. Place the document under the one-inch turn down. Center it so that the cover frames the document. Now staple the document under the turn down in two places, one inch from either margin about one-half inch from the top. Examine the illustration below.

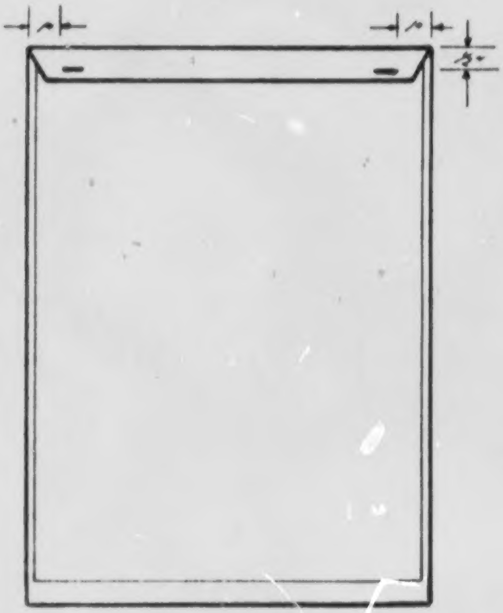


Illustration 2

** used with the permission of the Kentucky Board of Education

The last step is to prepare the document to be delivered to the client. If it is to be delivered in person, it may be folded or unfolded. If it is to be mailed, it should be folded. Also, folded documents may be more suited to the dimensions of a safe-deposit box.

To fold a backed document, bring No. 2 and No. 6 together at No. 4 (Illustration 1). The document should then look like the illustration below.

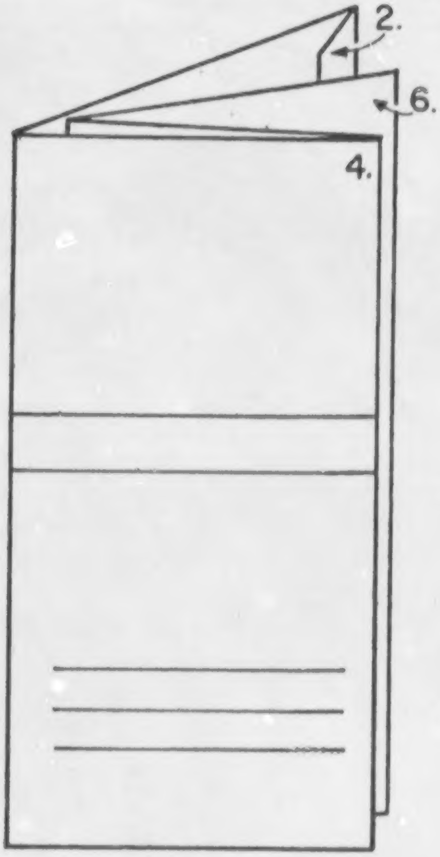


Illustration 3

**used with the permission of the Kentucky Board of Education

Student Handout 07/15/02

Practice exercises

Obtain a legal back and a document which needs a legal back from your instructor. Attach the legal back in the proper manner.

STUDENT HANDOUT 07/14/01

When a party chooses to appeal a court decision, the attorney prepares a brief to be submitted to the higher court. A brief is a written summary of the case. The person appealing the action is called the appellant or the plaintiff in error.

According to the rules of the West Virginia Supreme Court of Appeals the brief should contain (in the order shown below)

1. The kind of action or suit
2. What the issues were and how they were raised
3. How the issues were decided and what the judgment or decree was
4. The errors relied upon for reversal-- in separate, consecutively numbered paragraphs.
5. A concise statement of the case containing all that is material to the consideration of the questions presented, with appropriate page references to the printed record.
6. Points and authorities relied upon
7. The argument. (All arguments used in court must be listed in the brief.

Practice exercises

State whether the following are true or false

_________1. The brief is submitted before a case is heard the first time.

_________2. An attorney can argue in court things not mentioned in the brief.

_________ 3. It is not necessary to mention what the judgment was in the brief.

_________ 4. Page references to the printed record should be listed in the statement of the case.

_________ 5. The errors relied upon for reversal should be listed in separate, consecutively numbered paragraphs.

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 15: Prepare petitions

Performance Objective: Given a petition written in longhand, a tape of a petition which you must take in shorthand, a petition on a dictating machine, and your employer's instructions on a petition to be composed from your form file, you will type the petitions in the correct form with 100% typographical accuracy. You may use your notes on typing format and a sample petition provided by your instructor as references. You must be able to describe the parts of a petition, the types of a petition and the role it plays in a lawsuit. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/15/01, "Petitions," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing petitions. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a petition written in longhand. Type the petition in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of a petition which you must take in shorthand. Type the petition in the correct format with 100% typographical accuracy. Have your instructor check your work. You may use your notes on typing format as reference. When you have

Student Competency Sheet - Page 2

Learning Activities Continued:

completed this satisfactorily, go on to Learning Activity #6.

6. Obtain a petition on a dictating machine. Type the petition in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this, go on to Learning Activity #7.

7. Obtain a set of your employer's specifications on a petition and a sample petition from your instructor. Compose the petition from the specifications and the sample and type it in the correct format with 100% typographical accuracy. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe the parts of a petition, the types of petitions and its role in a lawsuit. Then, given a petition written in longhand, a tape of a petition which you must take in shorthand, a petition on a dictating machine and your employer's instructions on a petition to be composed from your form file, you will type the petitions in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample petition provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all petitions in correct format.	______	______
2. Completed all typing with 100% accuracy.	______	______
3. Described parts of a petition, types of petitions and its part in a lawsuit.	______	______

STUDENT HANDOUT 07/15/01
PETITIONS

A petition is a written court document that requests the court to take particular action or exercise specific judicial powers.

In some states the terms "complaint" and "petition" are used interchangeably; but in other states "petition" is used for one-party or nonadversary court proceedings. A nonadversary document is one in which two or more individuals work toward a common objective, applying to the court to take a particular judicial action.

The parties in a petition are referred to as petitioner and respondent rather than plaintiff and defendant. If the parties file a suit together, they are joint petitioners.

There are several types of petitions -- the most common are: the petitions for probate of will; the petitions for change of name; the petition for adoption; the petition for appointment of guardian; and the petition for dissolution of marriage.

Petitions are prepared in a style similar to complaints. Although each attorney will prepare petitions differently, these parts are usually included:

1. The caption -- which includes the jurisdiction (the name of the court in which the case is being heard), the name of the case, the Civil Action Number and the title, "Petition."
2. The introduction -- which names the petitioners.
3. The body of the petition -- which contains the statements of the petitioners. The statements are written in separate paragraphs and numbered consecutively.
4. The prayer or the wherfore clause -- which states what the petitioners want the court to do.
5. The signature line -- which is for the signature of the attorney who prepared the petition. The name of the attorney and his or her address should be typed under the signature line.
6. The affidavit of the petitioner.

Practice exercises

Answer the following questions:

1. What are the plaintiff and defendant referred to as in a petition?
2. Name five types of petitions.

3. What are the six parts found in most petitions?

4. What is a non-adversary proceding?

5. Define petition.

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 16:	Prepare notices
Performance Objective:	Given a handwritten notice, a tape of a notice which you will have to take in shorthand, a notice on a dictating machine, and your employer's instructions on a notice to be composed from your form file, you will type the notices in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample notice provided by your instructor as references. You must also be able to describe the parts of a notice, the types of notices and its role in a lawsuit. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/16/01, "Notices," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing notices. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a handwritten notice. Type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of a notice which you must take in shorthand. Type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed

Learning Activities Continued:

this satisfactorily, go on to Learning Activity #6.

6. Obtain a notice on a dictating machine. Type the notice in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's specifications on a notice and a sample notice from your instructor. Compose the notice from the sample and specifications, and type it in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

Describe the parts of a notice, the types of notices and its role in the lawsuit. Then, given a notice written in longhand, a tape of a notice which you must tkae in shorthand, a notice on a dictating machine, and your employer's specifications on a notice to be composed from your form file, you will type the notices in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample notice provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all noticed in correct format.	______	________
2. Completed all typing with 100% accuracy.	______	________
3. Described the parts of a notice, the types of notices and the role it plays in a lawsuit.	______	________

STUDENT HANDOUT 07/16/01
NOTICES

A notice is a document which contains an order, information or a warning. It may be served by either party in an adversary proceding on the other party.

Although each attorney will prepare notices differently, most will contain the following parts:

1. The heading -- which includes the jurisdiction (the name of the court the case is being heard in), the name of the case, the Civil Action Number and the title, "Notice."
2. The body of the notice -- which contains the order, information or warning.
3. The signature line -- which is for the signature of the attorney who prepared the notice. The name and address of the attorney should be typed below the signature line.
4. The proof of service -- which indicates how and when the notice was served on the consel for the adversary party.

Practice exercises

Answer the following questions:

1. What information is contained in the body of the notice?
2. What is the proof of service?
3. Who signs the signature line?

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 17:	Prepare final settlements of estates
Performance Objective:	Given a final settlement of an estate written in longhand, a tape of a final settlement of an estate which you must take in shorthand, a final settlement of an estate on a dictating machine and your employer's instructions on a final settlement of an estate to be composed from your form file, you will type the final settlement of estates in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample of a final settlement of an estate provided by your instructor as references. You must also describe the parts of a final settlement of an estate. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07/17/01, "Final Settlements of Estates," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing the final settlement of estates. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

Student Competency Sheet - Page 2

Learning Activities Continued:

4. Obtain a handwritten copy of a final settlement of an estate. Type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of a final settlement of an estate which you must take in shorthand. Type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain a final settlement of an estate on a dictating machine. Type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions on a final settlement of an estate to be composed from your form file and a sample of a final settlement of an estate from your instructor. Compose the final settlement of the estate and type it in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, ask your instructor for the Criterion Evaluation.

Criterion Evaluation:

You must define the parts of a final settlement of an estate. Then, given a handwritten final settlement of an estate, a tape of a final settlement of an estate which you must take in shorthand, a final settlement of an estate on a dictating machine, and your employer's instructions in a final settlement of an estate to be composed from your form file, you will type the final settlement of the estates in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample of a final settlement of an estate provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all final settlements of estates in the correct format.	________	________
2. Completed all typing with 100% accuracy.	________	________
3. Described parts of the final settlement of an estate.	________	________

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 18: Prepare papers for probate court

Performance Objective: Given a copy of each of the necessary forms, you will prepare papers for probate court from a set of your employer's specifications on the case. You must complete each of the forms correctly and all typing must be done with 100% accuracy. You may use no references besides your employer's instructions. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Attend a lecture given by your instructor on the different types of forms needed for probate court. Take careful notes on each form and its purpose. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing papers for probate court. Take careful notes on the typing format for each document. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain copies of all the documents necessary for probate court and a set of your employer's specifications about the case. Complete the forms correctly, and type them with 100% accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a copy of each of the necessary forms, you will prepare papers for probate court from a set of your employer's specifications on the cases. You must complete each of the forms correctly and all typing must be done with 100% accuracy. You may use no references besides your employer's instructions. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Completed all forms correctly.	______	______
2. Completed all typing with 100% accuracy.	______	______

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 19: Prepare papers for bankruptcy court

Performance Objective: Given bankruptcy forms and your employer's instructions on completing them, you will prepare the papers for bankruptcy court. All information must be in the correct blanks and typing must be completed with 100% accuracy. You may use no references. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 07//19/01, "Bankruptcy," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain a copy of Student Handout 07/19/02, "Typing Bankruptcy Papers," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain some sample bankruptcy forms and a set of your employer's instructions on filling them out from your instructor. Complete the forms and put all information in the correct space with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given bankruptcy forms and your employer's instructions for filling them out, you must prepare the papers for bankruptcy court. You must put all information in the correct blank and complete all typing with 100% accuracy. You may use no references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Completed all typing with 100% accuracy.	________	________
2. Put all information in correct blanks.	________	________

STUDENT HANDOUT 07/19/01

BANKRUPTCY

Bankruptcy is a procedure by which a court orders that an individual's possessions be sold to pay his or her debts. If all the debts cannot be paid, the court orders the remainder released, and gives the individual a "new start" in the credit world.

Courts of bankruptcy are presided over by the bankruptcy judge. The Bankruptcy Court is part of the federal court structure. No state or local court may rule on a bankruptcy matter. There are several types of bankruptcy cases usually filed: Voluntary cases; Involuntary cases; and Wage Earner's Plans.

Voluntary bankruptcies

Forms obtained from office supply or stationery stores are used in filing voluntary bankruptcies. In this type of straight bankruptcy case, the person has willingly entered bankruptcy proceedings. There cannot be joint petitions by husband and wife. Voluntary bankruptcies may be filed by corporations or individuals.

Involuntary bankruptcies

An involuntary bankruptcy case commences with the filing by the attorney for the petitioning creditors of a petition to have an insolvent debtor adjudged a bankrupt. If no answer if filed by the debtor within the time fixed for such answer, or if after hearing on such answer the court orders that bankruptcy be proceeded with, order of adjudication is entered by the court and the case proceeds as in voluntary bankruptcy. The attorney for the bankrupt then files the same papers as in a voluntary bankruptcy case, except that the first sheet, being the petition, is not filed. These papers must be filed within ten days after adjudication, unless extension therefor is granted by the court.

Pauper Cases

If the bankrupt is unable to pay the filing fee at the time the petition is filed, an application may be filed with the petition requesting that the filing fee be paid in installments. This application must be accompanied by an affidavit by the bankrupt's attorney stating that he has not and will not accept any compensation for his services as such attorney until the filing fee has been paid in full. The court at the first meeting of creditors will fix a time schedule for the payment of such filing fee. Note, however, that the discharge of the bankrupt will not be granted until the filing fee has been paid in full.

Amendments

After a bankruptcy case is filed, it is frequently necessary that an amendment of the schedules be filed. The bankrupt will recall that a debt has been omitted or the bankruptcy court staff will note that a particular creditor is not listed at a proper address - or that the creditor is listed only in the statement of affairs. Forms for amendment can generally be obtained at the office of the bankruptcy judge and should be filed promptly. A filing fee of $10.00, payable to the United States District Clerk, is required for amendments when the notice to creditors of the first meeting has already been mailed. If such notice has not been mailed by the court, no filing fee is required. Although Bankruptcy Rule 110 states that amendment may be made as a matter of course at any time before the case is closed, the amendment should be filed as soon as possible in order that the bankrupt will obtain a discharge as to the debt embraced by the amendment. Further, cases having no assets for administration are often closed within two or three months of filing. If the case has been closed and amendment is necessary, the case must be reopened on application and the payment of an additional filing fee of $50.00, unless the fee is waived by the bankruptcy judge.

Student Handout 07/19/01 - Page 4

Wage Earners' Plan

For those persons who wish to pay their debts, there is available the relief under Chapter XIII of the Bankruptcy Act - commonly called the wage earner plan. This plan is available to one whose principal income is derived from wages, salary or commissions. The prime purpose of the plan is to provide an extension of time within which the debtor might pay his debts out of his future earnings, spanning a period usually no longer than three years.

Practice exercises

State whether the following are true or false

_________ 1. A voluntary bankruptcy is initiated by the creditors.

_________ 2. Corporations may not file voluntary bankruptcies.

_________ 3. A pauper case is one in which the bankrupt cannot pay the filing fee.

_________ 4. Chapter 11 is the same as the Wage Earners' Plan.

_________ 5. The Chapter XIII proceeding is available to someone whose income is derived from wages, salaries, or commissions.

STUDENT HANDOUT 07/19/02

TYPING BANKRUPTCY PAPERS

This handout will deal with how to fill out a petition for voluntary bankruptcy. All diagram references are to the sample bankruptcy forms attached.

1. The debtor's petition - consisting of one page containing the full name and address, the attorney's signature and address, and the bankrupt's sworn affidavit. Local rule in the Southern District of West Virginia provides that the oath or affirmation to the petition and schedules shall not be taken by the attorney for the petitioner. The bankrupt's petition shall state the first name, middle name and last name of the petitioner. If the bankrupt has no middle name, the letters "(NMN)" should be used, denoting that there is no middle name. If the bankrupt has no middle name, but uses a middle initial, the letters "(IO)" may be used, denoting that this is an initial only and does not stand for a name. In any event, the petition must be signed with the full name, even if the bankrupt commonly uses a middle initial in his signature.

In the case of a female bankrupt, there may be other means by which she has been known during the preceding six years, either a former maiden name or a former married name. These names should be set out on the petition in order that the creditors may properly identify the bankrupt. (See page one of the diagram attached.)

2. A statement of affairs containing certain financial information and financial history pertaining to the bankrupt. In the forms packet, one form is to be used for an individual not engaged in business and another form is furnished for persons engaged in business. In instances where the bankrupt has recently concluded a business venture, some attorneys follow the practice of completing both of these forms. All questions must be answered. If the question is not applicable, the word "None" may be used; ditto marks may not be used. The statement of affairs should be inserted just behind the petition and preceding Schedules A and B. (See pages 2 and 3 of the diagram attached.)

3. Schedule A, containing the listing of all creditors of the bankrupt. Schedule A is subdivided into Schedules A-1, A-2 and A-3. The headings on the forms denote the information to be contained on each page, with all the information to be furnished insofar as possible.

Schedule A-1 is designed for the listing of priority creditors of the bankrupt, such as taxing agencies and landlords to whom rent is due. (See page 4 of attached forms)

Schedule A-2 is to contain information regarding the secured creditors of the bankrupt, being those holding liens on real estate, motor vehicles, household goods and the like. In the case of a debt assigned by one company to another for collection, both should be properly listed. (See page 5 of attached forms.)

Schedule A-3 will contain the remainder of the creditors, being department stores, doctors, hospitals, grocery accounts, utility bills, etc. If a debt has been assigned to a collection agency, the collection agency should be listed as well as the creditor, both at proper addresses. (See page 6 of attached forms.)

It should be noted that there must be shown in Schedules A-1, A-2 and A-3 the date the respective debts were incurred. This information is necessary as an aid in determining whether the bankrupt appears entitled to claim the new personal property exemption of $1,000 and the new exemption in real property of $5,000.

IN ORDER TO RECEIVE NOTICE OF THE PENDENCY OF THE BANKRUPTCY CASE, A CREDITOR MUST BE LISTED AT A PROPER ADDRESS. Enough emphasis cannot be placed on the necessity for listing all creditors properly and at complete addresses, including ZIP codes. The bankrupt should be instructed to furnish the exact names of all of his creditors and the exact and complete address of each. The Post Office Department no longer has directory service and will not search out addresses. They will simply return undelivered mail to the court.

Failure to properly list the creditor may result in the non-dischargeability of any debt which is omitted or listed at an improper address. A common error made in the filing of bankruptcy cases is the failure to list a creditor in Schedule A when such creditor has for some reason already been noted in the statement of affairs. Even if listed in the statement of affairs, the creditor must again be listed in Schedule A. Notice to creditors is mailed only to those parties listed properly in Schedule A.

4. Schedule B, containing a listing of all the bankrupt's assets and his claim to exemptions. As in Schedule A, these sheets contain headings for various types of information and all pertinent information should be furnished. Real estate should be listed with a proper description and full sale value so that it can be identified by the public records. If the real estate is encumbered, the creditors must be listed in Schedule A, even if reference is made to such creditor in describing the real estate in Schedule B.

In business bankruptcy cases, the inventory of the bankrupt should be normally itemized at cost value and the fixtures and equipment at fair market value. If the itemization is lengthy, consideration may be given to preparation of a separate inventory to be filed with the court with the petition or immediately after filing, with only totals shown in Schedule B. (See pages 7 & 8 of the attached forms)

5. The remaining papers contained in the packet of forms are the oath to Schedules A and B and a summary sheet. These must be properly completed and inserted just after Schedule B. (See pages 9 and 10 of the attached forms.)

6. Attorney fee disclosure statement. Bankruptcy Rule 219(b) requires that the attorney for the bankrupt file a disclosure statement setting forth the compensation paid or promised him for his services, the source of such compensation, whether he has agreed to share such compensation with any person and the details of any such agreement to share with one other than a member or regular associate of his law firm. This statement should be the last page of the papers filed, following the petition, statement of affairs, schedules, oath and the summary sheet. Form for this purpose may be available from the bankruptcy court.

Procedure for filing a bankruptcy case by a corporation is identical to the foregoing, except that the oaths should be adapted for the signing of same by the officer so designated. A corporate petition should also contain a resolution by the corporate board of directors that such petition is authorized.

Practice Exercises

Fill out a set of bankruptcy forms according to your instructor's specifications.

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 20:	Prepare adoption papers
Performance Objective:	Given a copy of each of the necessary forms, you will prepare adoption papers from a set of your employer's specifications on the case. You must complete each of the forms correctly and all typing must be done with 100% accuracy. You may use no references besides your employer's instructions. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Attend a lecture given by your instructor on the different types of forms needed for adoptions. Take careful notes on each form and its purpose. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing adoption papers. Take careful notes on the typing format for each document. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain copies of all the documents necessary for an adoption and a set of your employer's specifications about the case. Complete the forms correctly, and type them with 100% accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given a copy of each of the necessary forms, you will prepare adoption papers from a set of your employer's specifications on the case. You must complete each of the forms correctly and all typing must be done with 100% accuracy. You may use no references besides your employer's instructions. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Completed all forms correctly.	________	________
2. Completed all typing with 100% accuracy.	________	________

STUDENT COMPETENCY SHEET

MODULE 07: Court Documents

Competency Statement 21: Prepare divorce papers

Performance Objective: Given a copy of each of the necessary forms, you will prepare divorce papers from a set of your employer's specifications on the case. You must complete each of the forms correctly and all typing must be done with 100% accuracy. You may use no references besides your employer's instructions. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Attend a lecture given by your instructor on the different types of forms needed for divorces. Take careful notes on each form and its purpose. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing divorce papers. Take careful notes on the typing format for each document. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain copies of all the documents necessary for a divorce and a set of your employer's specifications about the case. Complete the forms correctly and type them with 100% accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Criterion Evaluation:

Given a copy of each of the necessary forms, you will prepare divorce papers from a set of your employer's specifications on the cases. You must complete each of the forms correctly and all typing must be done with 100% accuracy. You may use no references besides your employer's instructions. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Completed all forms correctly.	__________	__________
2. Completed all typing with 100% accuracy.	__________	__________

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 01: Prepare agreements

Performance Objective: Given agreements written in longhand, a tape of an agreement which you must take in shorthand, an agreement on a dictating machine and your employer's instructions on an agreement to be prepared from your form file, you will type the agreement in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample agreement provided by your instructor as references. You must be able to describe the parts of an agreement and the types of agreements. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/01/01, "Agreements," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing agreements. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of an agreement written in longhand. Type the agreement in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of an agreement which you must take in shorthand. Type the agreement in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work.

Student Competency Sheet - Page 2

Learning Activities Continued:

5. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain an agreement on a dictating machine. Type the agreement in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions about an agreement to be composed from your form file and a sample agreement from your instructor. Prepare the agreement from the instructions and the sample and type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe the parts of an agreement and the types of agreements. Then, given an agreement written in longhand, a tape of an agreement which you must take in shorthand, an agreement on a dictating machine, and your employer's instructions or an agreement to be composed from your form file, you will type the agreements in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample agreement provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all agreements in correct format.	________	________
2. Completed all typing with 100% accuracy.	________	________
3. Described parts of an agreement and types of agreements.	________	________

STUDENT HANDOUT 08/01/01
AGREEMENTS

An agreement is a legal document which formalizes two or more parties' mutual assent to do something. There are many types of agreements; two of the most common are employment agreements and agreements of lease.

Although each attorney will write agreements differently, the parts which will usually be included are:

1. The introduction -- in which the date and the parties making the agreement are named.
2. The "whereas" clauses -- which state the reasons that the agreement is being entered into. This section is preceded by the title, "Witnesseth."
3. The specific conditions of the agreement -- which are written in separate consecutively numbered paragraphs.
4. The testimonial clause -- which states that the parties have signed the agreement on the day and year mentioned in the introduction.
5. The signatures of both parties.
6. The acknowledgments of both parties.

Practice exercises

State whether the following are true or false:

______1. The introduction contains the reasons the agree- is being entered into.

______2. The testimonial clause is preceded by the title "Witnesseth."

______3. Both parties must sign the agreement and acknowledge their signatures.

______4. The specific conditions of the agreement are written in separate, consecutively numbered paragraphs.

______5. The testimonial clause states that the signatures of the parties are valid.

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 02: Prepare powers of attorney

Performance Objective: Given a power of attorney written in longhand, a tape of a power of attorney which you must take in shorthand, a power of attorney on a dictating machine, and your employer's instructions on a power of attorney to be composed from your form file, you will type the power of attorney in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample power of attorney provided by your instructor as references. You must be able to define power of attorney, and must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/02/01, "Powers of Attorney," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing powers of attorney. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of handwritten power of attorney. Type the power of attorney in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

Learning Activities Continued:

5. Obtain a tape of a power of attorney which you must take in shorthand. Type the power of attorney in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain a power of attorney on a dictating machine. Type the power of attorney in the correct format with 100% typographical accuracy. You may use your notes in typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain your employer's instructions on a power of attorney to be composed from your form file and a sample power of attorney from your instructor. Prepare the power of attorney from the instructions and the sample and type it in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must define power of attorney. Then, given a power of attorney written in longhand, a tape of a power of attorney which you must take written in shorthand, a power of attorney on a dictating machine and your employer's instructions on a power of attorney to be composed from your form file, you will type the powers of attorney in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample power of attorney provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all powers of attorney in correct format.		
2. Completed all typing with 100% accuracy.		
3. Defined power of attorney.		

STUDENT HANDOUT 08/02/01
POWERS OF ATTORNEY

The power of attorney is an instrument authorizing one person to act as an agent for another. A person does not need to be an attorney to receive a power of attorney. The power of attorney must specify: the name of the person receiving the authority; the duties which the grantee may perform; and the period of time during which the grantee may act. It also must have an acknowledgement that the grantor will ratify and confirm the acts of the grantee; the date and signature of the grantee and an affidavit.

Practice Exercises:

Answer the following questions.

1. Is an affidavit necessary with a power of attorney?
2. What must the power of attorney specify?
3. What is a power of attorney?
4. Does the grantee have to sign the power of attorney?
5. Does a person need to be an attorney to receive the power of attorney?

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 03:	Prepare contracts
Performance Objective:	Given a contract written in longhand, a tape of a contract which you must take in shorthand, a contract on a dictating machine and your employer's instructions on a contract to be composed from your form file, you will type the contracts in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample contract provided by your instructor as references. You must also describe the parts of a contract and the types of contracts. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/03/01, "Contracts," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing contracts. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a contract written in longhand. Type the contract in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of a contract which you must take in shorthand. Type the contract in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

Student Competency Sheet - Page 2

Learning Activity Continued:

6 Obtain a contract on a dictating machine. Type the contract in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions on a contract to be composed from your form file and a sample contract from your instructor. Type the contract in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe the parts of a contract and the types of contracts. Then, given a contract written in longhand, a tape of a contract which you must take in shorthand, a contract on a dictating machine and your employer's instructions on a contract to be composed from your form file, you will type the contract in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample contract provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all contracts in correct format.	______	______
2. Completed all typing with 100% accuracy.	______	______
3. Described parts of a contract and types of contracts.	______	______

STUDENT HANDOUT 08/03/01
CONTRACTS

A contract is an agreement that affects the legal relationship between two or more persons. Contracts of sale and employment contracts are two of the most common types of contracts.

The requirements of contracts are:

1. There must be an offer and acceptance.
2. The parties must be competent to make the contract.
3. The object promised must be legal.
4. There must be some kind of consideration.
5. The form of contract must conform with statutory requirements.

Although each attorney will write contracts differently the parts that are usually included are:

1. The introduction -- which states the names of the parties and the date. This section is preceded by the title, "Contract."
2. The consideration -- which is a statement ofcompensation for the object promised. This is an essential part of the contract.
3. The specific conditions of the contract -- which are written in separate consecutively numbered paragraphs.
4. The testimonial clause -- which states that the parties have signed the contract on the date mentioned in the introduction.
5. The signatures of both parties.
6. The acknowledgments of both parties.
7. The signature line -- which is for the signature of the attorney who prepared the contract. The attorney's name and address should be typed below the signature line.

Practice exercises

State whether the following are true or false:

____1. The contract does not need a consideration clause if the consideration is less than $500.00.

____2. There should be a signature line for the signature of the attorney who prepared the contract.

____3. There must be an offer and acceptance to make a valid contract.

____4. The introduction is preceded by the title, "Contract."

____5. The testimonial clause contains the specific conditions of the contract.

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 04: Prepare bills of sale

Performance Objective: Given a bill of sale written in longhand, a bill of sale which you must take in shorthand, a bill of sale on a dictating machine and your employer's instructions on a bill of sale to be composed from your form file, you will type the bills of sale in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample bill of sale provided by your instructor as references. You must be able to describe what a bill of sale is. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/04/01, "Bills of Sale," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture by your instructor on typing bills of sale. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a bill of sale written in longhand. Type the bill of sale in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of a bill of sale which you must take in shorthand. Type the bill of sale in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

Learning Activities Continued:

6. Obtain a bill of sale on a dictating machine. Type the bill of sale in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions on a bill of sale to be composed from your form file, and a sample bill of sale from your instructor. Prepare the bill of sale and type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe what a bill of sale is. Then, given a bill of sale written in longhand, a tape of a bill of sale which you must take in shorthand, a bill of sale on a dictating machine and your employer's instructions on a bill of sale to be composed from your form file, you must type the bills of sale in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample bill of sale provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Described what a bill of sale is.		
2. Typed bills of sale in correct format.		
3. Completed all typing with 100% accuracy.		

STUDENT HANDOUT 08/04/01
BILLS OF SALE

A bill of sale is a written instrument evidencing transfer of title to personal property. It is like the contract of sale in that it deals with the conveyance of personal property, but differs from the contract of sale in that it is the actual conveyance, while the contract of sale only expresses the intent to convey.

A bill of sale is like a deed because it conveys property, but a deed conveys real property (real estate), while a bill of sale conveys personal property. Only personal property which does not have a written certificate of title may be conveyed by a bill of sale. Machinery and furniture are two examples of personal property that may be conveyed by a bill of sale.

The Uniform Commercial Code (Chapter 46 of the West Virginia Code) states the requirements of a bill of sale.

Practice Exercises

Answer the following questions:

1. What is the difference between a bill of sale and a deed? How are they similar?
2. Where are the requirements of a bill of sale stated?
3. What are the differences between a bill of sale and a contract of sale?
4. Could you write a bill of sale for the conveyance of a car?

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 05:	Prepare leases
Performance Objective:	Given a lease written in longhand, a tape of a lease which you must take in shorthand, a lease on a dictating machine and your employer's instructions on a lease to be composed from your form file, you will type the leases in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample lease provided by your instructor as references. You must also describe the parts of a lease and the types of leases. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/05/01, "Leases," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing leases. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a lease written in longhand. Type the lease in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of a lease which you must take in shorthand. Type the lease in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

Student Competency Sheet - Page 2

Learning Activities Continued:

6. Obtain a lease on a dictating machine. Type the lease in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions on a lease to be composed from your form file and a sample lease from your instructor. Type the lease in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe the parts of a lease and the types of leases. Then, given a lease written in longhand, a tape of a lease which you must take in shorthand, a lease on a dictating machine and your employer's instructions on a lease to be composed from your form file, you will type the leases in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample lease provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all leases in correct format.	________	________
2. Completed all typing with 100% accuracy.	________	________
3. Described parts of a lease and types of leases.	________	________

STUDENT HANDOUT 08/05/01
LEASES

A lease is an agreement to rent property. A lease for a house or an apartment is the most common type of lease. The requirements of a lease are:

1. All parties to the lease must be competent.
2. There must be a description of the property to be rented.
3. The rent, the security and the terms of the lease must be stated.
4. The payment amount and the schedule of payments should be stated.
5. The format of the lease must conform to statutory requirements.

Although every attorney will write the lease differently, the parts that are usually included are:

1. The introduction -- which states the names of the parties and the date.
2. The description of the property.
3. The consideration clause -- which states the period the lease is good for, the amount of the payments and the schedule of payments.
4. The specific agreements of the lease -- which are stated in paragraph form.
5. The testimonial clause -- which states that the parties have signed the lease on the date mentioned in the introduction.
6. The signatures of all parties.

Practice exercises

State whether the following are true or false:

____1. The introduction includes a description of the property to be rented.

____2. The consideration clause states how much the lessor is selling the property to the lessee for.

____3. All parties must sign the lease.

____4. A lease is an agreement to rent property.

____5. The testimonial clause is where the attorney who prepared the lease signs his name.

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 06: Prepare deeds

Performance Objective: Given a deed written in longhand, a tape of a deed which you must take in shorthand, a deed on a dictating machine and your employer's instructions on a deed to be prepared from your form file, you will type the deeds in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample deed provided by your instructor as references. You must be able to describe the parts of a deed and the types of deeds. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/06/01, "Deeds," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing deeds. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a deed written in longhand. Type the deed in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of a deed which you must take in shorthand. Type the deed in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

Student Competency Sheet - Page 2

Learning Activities Continued:

6. Obtain a deed on a dictating machine. Type the deed in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions about a deed to be composed from your form file and a sample deed from your instructor. Prepare the deed from the instructions and the sample and type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe the parts of a deed and the types of deeds. Then, given a deed written in longhand, a tape of a deed which you must take in shorthand, a deed on a dictating machine, and your employer's instructions on a deed to be composed from your form file, you will type the deeds in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample deed provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all deeds in correct format.		
2. Completed all typing with 100% accuracy.		
3. Described parts of a deed and types of deeds.		

STUDENT HANDOUT 08/06/01
DEEDS

A deed is an instrument conveying real property. There are several types of deeds. Some of the most common are:

1. Bargain and Sale Deed: The same as a Warranty Deed, but without any warranty against such claims. (A special clause can be added for partial protection against such claims).

2. Gift Deed: One in which the consideration is "love and affection".

3. Executor's Deed: Used to convey title to a piece of real property belonging to someone who has died. The person acting in behalf of the decedent is called the Executor.

4. Quit-Claim Deed: Used to obtain a release from a person who may have a interest or claim to the property. This form of Deed does not infer that the maker has title. A money consideration is usually paid to the person believed to have the claim.

5. Referee's Deed: Used to convey a piece of real property sold pursuant to judicial order (as in an action for foreclosure of a mortgate).

6. Warranty Deed: The person giving the Deed (the Grantor) quarantee, warrants and covenants that he has a good title, the power to give or sell the property, and that the person who receives the same can sue him for "breach of Warranty" if anyone makes a claim against the property.

The requirements of a deed are:

1. Must be in writing.

2. Grantor must be competent.

3. Consideration must be stated.

4. Must contain a statement of intent to convey real property.

5. Must include a definite description of the property being conveyed, typed exactly as stated.

6. Must contain an "habendum" clause (to have and to hold the above granted premises upto the party of the second part........his heirs and assigns forever).

7. Must be signed by the Grantor.

Student Handout 08/06/01 -- page 2

Although each attorney will write deeds in a different way, these are the parts of the deed which will usually be included:

1. Naming of the parties -- This is the clause which states who the grantors (the people who are conveying the property) and the grantees (the people who are receiving the property) are. It also usually says that the grantors shall be known as the parties of the first part and that the grantees are the parties of the second part.
2. The consideration clause -- This is the clause which gives the nominal consideration for the property. It usually says something like: ". . . for the sum of Ten Dollars ($10.00) cash in hand paid and other good and valuable consideration."
3. Granting clause -- This is the clause that expresses the intention to grant and convey the property.
4. The habendum clause -- This is a statement that the property belongs to the grantee and his or her heirs and assigns forever.
5. The description of the property conveyed -- This description is usually made in one of three ways: by a meets and bounds description (" . . . and on the North side by a line running between the oak tree and the big white rock"); a description by monuments (". . . from the falls in the river to the edge of a cliff . . ."); or by reference to a lot number as it is shown in a Plat Book.
6. The warranties -- The grantor's guarantees about his rights to the property before the sale.
7. The list of protective covenants and restrictions to the property -- A list of things that may not be done by the new owner of the property.
8. The declaration of total consideration -- This clause is required by law ans must state the whole sum that the grantee is paying the grantor.
9. Signature of the grantors.
10. An affadavit to the deed.

Practice exercises

Answer the following questions:

1. What is a quit-claim deed?
2. What is the difference between the consideration clause and the declaration of total consideration?
3. What are the seven requirements of a deed?
4. What is a warranty?
5. What is a habendum clause?

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 07:	Prepare deeds of trust
Performance Objective:	Given a deed of trust written in longhand, a tape of a deed of trust which you must take in shorthand, a deed of trust on a dictating machine and your employer's instructions on a deed of trust to be composed from your form file, you will type the deeds of trust in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample deed of trust provided by your instructor as references. You will also describe the parts of a deed of trust and the types of deeds of trust. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective. go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/07/01, "Deeds of Trust," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily. go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing deeds of trust. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a deed of trust written in longhand. Type the deed of trust in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of a deed of trust which you must take in shorthand. Type the deed of trust in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check

Student Competency Sheet - Page 2

Learning Activities Continued:

5. your work. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain a deed of trust on a dictating machine. Type the deed of trust in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions on a deed of trust to be composed from your form file and a sample deed of trust and type it in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe the parts of a deed of trust and the types of deeds of trust. Then, given a deed of trust written in longhand, a deed of trust which you must take in shorthand, a deed of trust on a dictating machine and your employer's instructions on a deed of trust to be composed from your form file, you will type the deeds of trust in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample deed of trust provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all deeds of trust in correct format.	___________	___________
2. Completed all typing with 100% accuracy.	___________	___________
3. Described parts of a deed of trust and types of deeds of trust.	___________	___________

STUDENT HANDOUT 08/07/01
DEEDS OF TRUST

A deed of trust is a conveyance of property in trust for the purpose of securing a debt.

Most deeds of trust are on preprinted forms like the one attached. On these forms, it is necessary that you fill in the date, the names of the parties, the description of the property and the sum of money. The specific provisions of the deed of trust are already printed. You must then obtain the signatures of the parties, and the acknowledgments of the parties.

A second deed of trust is a deed of trust where the same property is conveyed to secure an additional debt. Each attorney's form for a second deed of trust will be different, but most will contain the following parts:

1. The introduction -- which names the parties and the dates.
2. The consideration clause -- which states what the consideration in trust is.
3. The description of the property.
4. The specific terms of the deed of trust -- which are written in separate paragraphs.
5. The clause stating that this deed of trust is secondary to another.
6. The signatures of the parties.
7. The acknowledgment of the parties.
8. The signature line -- which is for the signature of the attorney preparing the deed of trust. The attorney's name and address should be typed below the signature line.

Practice exercises

Answer the following questions:

1. What is a second deed of trust?
2. What must be filled in on a deed of trust on a pre-printed form?
3. What are the eight parts of a deed of trust?
4. What is a deed of trust?

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 08: Prepare promissory notes

Performance Objective: Given a promissory note written in longhand, a tape of promissory note which you must take in shorthand, a promissory note on a dictating machine and your employer's instructions on a promissory note to be composed from your form file, you will type the promissory notes in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample promissory note provided by your instructor as references. You must be able to describe what a promissory note is. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.
2. Obtain a copy of Student Handout 08/08/01, "Promissory Notes," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.
3. Attend a lecture by your instructor on typing promissory notes. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.
4. Obtain a copy of a promissory note written in longhand. Type the promissory note in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.
5. Obtain a tape of a promissory note which you must take in shorthand. Type the promissory note in the correct format with 100% typographical accuracy. You may use your notes

Student Competency Sheet - Page 2

Learning Activities Continued:

5. on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain a promissory note on a dictating machine. Type the promissory note in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions on a promissory note to be composed from your form file and a sample promissory note from your instructor. Prepare the promissory note and type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe what a promissory note is. Then, given a promissory note written in longhand, a tape of a promissory note which you must take in shorthand, a promissory note on a dictating machine and your employer's instructions on a promissory note to be composed from your form file, you must type the promissory note in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample promissory note provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Described what a promissory note is.	______	______
2. Typed promissory note in correct format.	______	______
3. Completed all typing with 100% accuracy.	______	______

STUDENT HANDOUT 08/08/01
PROMISSORY NOTES

A promissory note is a written promise of one person to pay another a certain amount of money at a specific future time. The promissory note involves two parties -- the Maker and the Payee. The maker is the person owing the money; the payee is the person who will receive the money.

Although each attorney will write promissory notes differently, the parts usually included are:

1. The title -- which includes the words, "Promissory Note," the amount to be paid, the city, state and date.
2. The introduction -- which names the payee and the maker.
3. The terms of the note -- which specify the amount, date and place of payment.
4. The security -- which states what the security for the note is.
5. The signature of the maker.
6. The signature line -- which is for the signature of the attorney who prepared the instrument. The attorney's name and address should be typed below the signature line.

Practice exercises

State whether the following are true or false:

_____1. The payee is the person who owes the money.

_____2. The security is the amount of money owed.

_____3. The maker must sign the note.

_____4. A promissory note is a written promise of one person to pay another in the future.

_____5. The introduction names the payee and the maker.

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 09: Prepare chattel mortgages

Performance Objective: Given a chattel mortgage written in longhand, a tape of a chattel mortgage which you must take in shorthand, a chattel mortgage on a dictating machine and your employer's instructions on a chattel mortgage to be composed from your form file, you will type the chattel mortgages in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample chattel mortgage provided by your instructor as references. You will also describe the parts of a chattel mortgage and the types of chattel mortgages. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/09/01, "Chattel Mortgages," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing chattel mortgages. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a chattel mortgage written in longhand. Type the chattel mortgage in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

Student Competency Sheet - Page 2

Learning Activities Continued:

5. Obtain a tape of a chattel mortgage which you must take in shorthand. Type the chattel mortgage in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

6. Obtain a chattel mortgage on a dictating machine. Type the chattel mortgage in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions on a chattel mortgage from your instructor. Prepare the chattel mortgage and type it in the correct format with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must describe the parts of a chattel mortgage and the types of chattel mortgages. Then, given a chattel mortgage written in longhand, a chattel mortgage which you must take in shorthand, a chattel mortgage on a dictating machine, and your employer's instructions on a chattel mortgage to be composed from your form file, you will type the chattel mortgage in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample chattel mortgage provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all chattel mortgages in correct format.	______	______
2. Completed all typing with 100% accuracy.	______	______
3. Described parts of a chattel mortgage and types of chattel mortgage.	______	______

STUDENT HANDOUT 08/09/01
CHATTEL MORTGAGES

A chattel is an article of personal property, and a chattel mortgage is a conveyance of personal property for the prupose of securing a debt.

Although each attorney will prepare chattel mortgages differently, these parts are usually included:

1. The heading -- which includes the title, "Chattel Mortgage."
2. The introduction -- which states the names of the parties.
3. The consideration clause -- which states the amount of the consideration in trust.
4. A description of the chattel.
5. The specific terms of the mortgage -- which are written in separate paragraphs.
6. The signatures of the parties.
7. The acknowledgments of the parties.
8. The signature line -- which is for the signature of the attorney who prepared the chattel mortgage. The name and address of the attorney should be typed below the signature line.

Practice exercises

Answer the following questions:

1. What is a chattel?
2. What is a chattel mortgage?
3. What is the purpose of a chattel mortgage?

S UDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 10: Prepare articles of incorporation

Performance Objective: Given a blank application for the reservation of name, a blank application for a certificate of authority to transact business and a blank copy of the articles of incorporation, you will fill out each of the documents, putting the correct information in each of the blanks and completing the typing with 100% accuracy. You may use only your employer's instructions about the forms as a reference. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/10/01, "Application for the Reservation of Name," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain an application for the reservation of name and your employer's instructions on the application from your instructor. Fill out the application, typing the information in the correct blanks with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of Student Handout 08/10/02, "Application for Certificate of Authority," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a blank application for certificate of authority and your employer's instructions about the application from your instructor. Fill out the application, typing the information in the correct blanks with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

Learning Activities Continued:

6. Obtain a copy of Student Handout 08/10/03, "Articles of Incorporation," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a blank copy of articles of incorporation and your employer's instructions about the articles from your instructor. Fill out the articles, typing the information in the correct blanks with 100% typographical accuracy. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

Given a blank application for the reservation of name, a blank application for certificate of authority to transact business, and a blank copy of the articles of incorporation, you must fill out each of the documents according to your employer's instructions (provided by your instructor) with all information in the correct blanks and with 100% typographical accuracy. You may use only your employer's instructions as a reference. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Filled out application for reservation of name correctly.	________	________
2. Filled out application for certificate of authority correctly.	________	________
3. Filled out articles of incorporation correctly.	________	________
4. Typed all documents with 100% accuracy.	________	________

STUDENT HANDOUT 08/10/01
APPLICATION FOR RESERVATION OF NAME

The application for reservation of name is available from the Secretary of State's office, and must be filed in that office to reserve a name for a corporation. The following are steps to complete the application. All digram references are to the sample application which is attached.

1. Place the name of the corporation in Part A of the diagram.

2. Check the appropriate blank in Part B of the diagram. If the corporation is already doing business in the state and just wants to change its name, check the third blank. If the corporation is organized outside the state, check the second blank. If the corporation is organizing for the first time and is going to make West Virginia its home state, check the first blank.

3. Place the name and address of the applicant in Part C of the diagram.

4. Have the attorney who is preparing the instrument sign it in Part D of the diagram.

5. Return the application and one copy of it to the Secretary of State's office. He or she will fill out Part E of the diagram and sign the application in Part F of the diagram.

Practice exercises

Fill out the attached application for reservation of name for Terrific Typists, Inc., a firm organizing for the first time in West Virginia and located at 411 Main Street, Hometown, WV.

STATE OF WEST VIRGINIA

SECRETARY OF STATE

APPLICATION FOR RESERVATION OF NAME

The undersigned applies, pursuant to the provisions of §31-1-12 of the Code of West Virginia, to reserve the following corporation name:

____

for a period of one hundred twenty (120) days.

PLEASE CHECK ONE -

_____ Intention of organizing as a West Virginia corporation

_____ Intention of qualifying as a foreign corporation in the State of West Virginia

_____ Intention of changing present corporate name

____
Applicant

____
Address

By: ______________________________

INSTRUCTION

The application must be executed and presented in DUPLICATE.

TO THE APPLICANT -

_____ The Secretary of State finds that the name applied for reserved for the exclusive use of the applicant for a period of 120 days from this _____ day of _______________, 19 _____.

_____ The Secretary of State finds that the name applied for IS NOT available, and the application is accordingly denied.

SECRETARY OF STATE

By: ______________________________

NOTE: Corporate name, so reserved, may be transferred to any other person or corporation by filing with the Secretary of State a Notice of Transfer executed by the applicant for whom the name was reserved, specifying name and address of the transferree.

Form 125

STUDENT HANDOUT 08/10/02
APPLICATION FOR CERTIFICATE OF AUTHORITY

The application for certificate of authority is available from the Secretary of State's office. It is filled out only by those firms who are established outside West Virginia and want to do business in the state. The following are steps to complete the application. All diagram references are to the application for certificate of authority which is attached.

1. Place the name of the corporation in Parts A and B of the diagram. If the corporation will do business under another name in West Virginia, put that name in Part C of the diagram. If it will not, put "same as above" in Part C.
2. Put the place it is incorporated and the date of incorporation in Part D of the diagram.
3. Put the correct addresses in Part E of the diagram.
4. Put the purpose of incorporation in Part F of the diagram.
5. Fill out the name and addresses of the directors and officers in Part G (page 2) of the diagram.
6. Fill out the correct information in Parts H and I of the diagram. Par value is the cost of each share of stock.
7. Fill out the correct information in Part J (page 3) diagram.
8. Have the president and secretary of the corporation sign Part L of the diagram and place the name of the corporation in Part K.
9. Have a notary public fill out the affidavit at the end of the application.

Practice exercises

Fill out a certificate of authority for Lened, Inc., a corporation whose home is in Pittsburgh, Pennsylvania, at 627 Butler Street. It will use the name Lened, Inc. in West Virginia. It was incorporated under the laws of Pennsylvania on June 25, 1932, and the period of duration is 100 years. Lened will operate at 2891 Woodland Boulevard, Matewan, West Virginia, and will produce pre-printed legal forms. Its directors are: Marie Arehart, President, 412 Virginia Street, Matewan, WV; John Newton, Secretary-Treasurer, 819 Main Avenue, Matewan, West Virginia; Margaret Albert, Director, 500 Newell Terrace, Logan, WV; and William Small, Director, 456 Hudson Street, Madison, WV. It may issue 60,00 Class B Series I shares with a par value of $15.00, and has issued 20,000 Class B Series I shares with a par value of $15.00. The stated capital is $300,000.00 amd the value of the property it owns is $15,000.00. It expects to do $250,000.00 of business in

West Virginia and owns .67 acres of land.

FORM 117

Filed in the Office of
Secretary of State of West Virginia,

this date: ____________________

APPLICATION FOR
CERTIFICATE OF AUTHORITY
OF

A ______________________________

To the Secretary of State
of the State of West Virginia:

Pursuant to the provisions of Sections 53 and 54, Article 1, Chapter 31 of the Code of West Virginia, the undersigned corporation hereby applies for a Certificate of Authority to transact business in West Virginia, and for that purpose submits the following statement:

B The name of the corporation is: ______________________________
____

C The name which it elects to use in West Virginia is: ______________________________
____

D. It is incorporated under the laws of ______________________________

Date of its incorporation is: ______________________________,

and the period of its duration is: ______________________________.

E The address of its principal office in the State under the laws of which it is incorporated is:
______________________________.

The address of the proposed office in West Virginia is: ______________________________,

in the county of ____________________, State of West Virginia.

The name and address of the appointed person to whom notice or process may be sent is:
______________________________.

F The purpose or purposes which it proposes to pursue in the transaction of business in West Virginia are: ______________________________
____
____
____
____

The names and addresses of directors and officers are:

NAME	OFFICE	ADDRESS

The aggregate number of shares which it has authority to issue, itemized by classes, par value of shares, shares without par value, and series, if any, within a class, is:

Number of Shares	Class	Series	Par Value per share or statement that shares are without Par Value

The aggregate number of its issued shares, itemized by classes, par value of shares, shares without par value, and series, if any, within a class, is:

Number of Shares	Class	Series	Par Value per share or statement that shares are without Par Value

The amount of stated capital is $______________________________.

(See definition of "stated capital" in Notes.)

An estimate of the value of all property to be owned by the corporation for the following year, wherever located, is $______________________.

An estimate of the value of its property to be located within West Virginia during such year is $______________________.

An estimate of the gross amount of business to be transacted by the corporation during such year is $______________________.

An estimate of the gross amount of business to be transacted by the corporation at or from places of business in West Virginia during such year is $______________________.

The number of acres of land it desires to hold in West Virginia is ______________ acres.

Dated ______________________, 19____.

____
Name of Corporation

By ______________________________
Its President or Vice President

and ______________________________
Its Secretary or Asst. Secretary

STATE OF ______________________
ss:
COUNTY OF ______________________

I, ______________________________, a Notary Public do hereby certify that on this ________ day of ______________________, 19____, personally appeared before me ______________________________; who, being by me first duly sworn, declared that he/she is the ______________________ of ______________________, that he/she signed the foregoing document as ______________________________ of the corporation, and that the statements therein contained are true.

____
Notary Public

(NOTARIAL SEAL)

My Commission expires ______________________________

IMPORTANT—

EXECUTED DUPLICATE ORIGINALS of this application must be filed, together with two copies of the Articles of Incorporation and all Amendments thereto, or a proper Restatement thereto, **duly certified** by the proper officer of the state or country under the laws of which it is incorporated, **AND** a Statement or Certificate, **in duplicate,** from such officer that the corporation is in good standing with the state or country under the laws of which it is incorporated, shall be delivered to the Secretary of State.

Notes: 1. If the name of the corporation does not contain the word "corporation," "company," "incorporated," or "limited," or an abbreviation of one of such words, insert the name of the corporation with the word or abbreviation which it elects to add thereto for use in this state.

2. Give exact corporate name of corporation making application.

3. Signatures and titles of officers signing for the corporation — any two or more offices may be held by the same person, except the offices of president and secretary. Code 31-1-104.

4. No corporation shall be qualified in this State under any name which includes the word "engineer," "engineers," "engineering" or any combination of same unless the purpose of the corporation is to practice professional engineering, and one or more of the incorporators is a registered professional engineer. Code 31-1-11.

5. "Stated capital" means, at any particular time the sum of (1) the par value of all shares of a corporation having a par value that have been issued, (2) the amount of the consideration received by a business corporation for all shares of such corporation without par value that have been issued, except such part of the consideration therefor as may have been allocated to capital surplus in a manner permitted by law, and (3) such amounts not included in clauses (1) and (2) as have been transferred to stated capital of such corporation, whether upon the issue of shares as a share dividend or otherwise, minus all reductions from such sums as have been effected in a manner permitted by law. **Irrespective of the manner of designation thereof by the laws under which a foreign corporation is organized, the stated capital of a foreign corporation shall be determined on the same basis and in the same manner as the stated capital of a domestic corporation, for the purpose of computing fees, franchise taxes and other charges prescribed by law.**

SEE ATTACHED FEE SCHEDULE

STUDENT HANDOUT 08/10/03
ARTICLES OF INCORPORATION

The articles of incorporation are filled out only by those corporations who are organizing for the first time and whose home is in West Virginia. The application may be obtained from the Secretary of State's office. The following are instructions for completing the forms. All diagram references are to the application which is attached.

1. Place the name of the corporation in Parts A and B of the diagram.
2. Place the address of the corporation in Part C of the diagram.
3. Explain the purpose of the corporation in Part D of the diagram.
4. Fill out Parts E and F of the diagram with the references to the Constitution of the corporation.
5. Fill out Part G with the correct information. Par value is the value of each share of stock.
6. Have a notary public complete the affidavit at the end of the application.
7. Fill in the names and addresses of the incorporators in Part H of the diagram.
8. Fill in the name and address of the secretary in part I of the diagram.
9. Fill in the names and addresses of the directors in Part J of the diagram. Have the incorporators sign in Part K of the diagram.

Practice exercises

Fill out a copy of the articles of incorporation for Mason Builders, Inc., of 6120 Second Avenue, Mingo, West Virginia. Its incorporators are Henry Baxter, 111 Malone Street, Mingo, W.V. and Thomas Roberts, 416 Peace Street, Mingo, W.V. The purpose of the corporation is to build pre-fabricated homes. There will be two directors, Henry Baxter and Thomas Roberts. Thomas Roberts will receive the notice or process. There will be 500 shares of stock with a par value of $25.00. The provisions for the regulation of internal affairs are found in Articles 2-5 of the Constitution of Mason Builders, Inc. The provisions granting preemptive rights are found in Article 6 of the Constitution.

Articles filed in Duplicate Originals

Charter Fee. $10.00

License Tax: ________

Filed in the Office of
Secretary of State of West Virginia
this date ________

ARTICLES OF INCORPORATION

of

____

The undersigned, acting as incorporator(s) of a corporation under Section 27, Article 1, Chapter 31 of the Code of West Virginia, 1931, as amended, adopt(s) the following Articles of Incorporation for such corporation.

I. The undersigned agree to become a corporation by the name of ______________________________

(The name of the corporation shall contain one of the words "corporation", "company", "incorporated", "limited", or shall contain an abbreviation of one of such words.)

II. The address of the principal office of said corporation will be located at ________ ________ street, in the city, town or village of ________, County of ________, State of West Virginia.

ZIP ________

IF either the principal office or the principal place of business of said corporation is NOT located in the the State of West Virginia, give address of the exact location.

____

III. The purpose or purposes for which corporation is formed are as follows:

(Please type double space. If not sufficient space to cover this point, add one or more sheets of this size.)

IV. Provisions granting preemptive rights are:

V. Provisions for the regulation of the internal affairs of the corporation are:

VI. The amount of the total authorized capital stock of said corporation shall be ______________

______________________________________ dollars, which shall be divided into

____________ shares of the par value of ________________________ dollars each

STATE OF ____________________)
)
COUNTY OF ____________________)

I, ______________________________, a Notary Public, in and for the county and state aforesaid, hereby certify that

whose name(s) are signed to the foregoing Articles of Incorporation, (names of all incorporator(s) as shown in Article VII must be inserted in this space by official taking acknowledgement) bearing date ________ day of ____________________, 19 ____, this day personally appeared before me in my said county and severally acknowledged their signature(s) to be the same.

Given under my hand and the official seal this ________ day of ____________________, 19 ____.

____
Notary Public

(NOTARIAL SEAL)

My Commission expires: ______________________________

Xerox copies of Signature of Notary Public are not acceptable.

Articles of Incorporation
prepared by: (Name and Address)

VII The full names and addresses of the incorporator(s), including street and street numbers, if any, and the city, town or village, including ZIP number, the number of shares subscribed for by each are as follows:

NAME	**ADDRESS**	**NO. OF SHARES (Optional)**

VII. The existence of this corporation is to be perpetual

IX The name and address of the appointed person to whom notice or process may be sent:

X The number of directors constituting the initial board of directors of the corporation is ______, and the names and addresses of the persons who are to serve as directors until the first annual meeting of shareholders or until their successors are elected and shall qualify

NAME	**ADDRESS**

I WE, the undersigned, for the purpose of forming a corporation under the laws of the State of West Virginia, do make and file this Articles of Incorporation, and I we have accordingly hereunto set our respective hands this ______ day of ______, 19 ___

(All incorporators must sign below. Names and signatures must appear the same throughout the Articles of Incorporation.) Xerox copies of Signatures are not acceptable.

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 11:	Prepare corporation minute books
Performance Objective:	Given the minutes from a corporate meeting, you will prepare the corporation minute books. The minute books must be prepared in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. You must receive a satisfactory rating on all items in the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Attend a lecture given by your instructor on preparing corporation minute books. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Obtain a set of minutes from your instructor and type them in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check you work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 2

Criterion Evaluation:

Given the minutes from a corporation meeting, you will prepare the minute books. The minute books must be prepared in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed minutes in correct format.	________	________
2. Typed minutes with 100% typographical accuracy.	________	________

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 12: Prepare stock certificates

Performance Objective: Given a blank stock certificate and the necessary information, you will prepare the stock certificate for the stockholder's signature. All information must be placed in the appropriate space and typing must be completed with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/12/01, "Preparing Stock Certificates," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

STUDENT COMPETENCY SHEET

Criterion Evaluation:

Given a blank stock certificate and the necessary information, you will prepare the stock certificate for the stockholder's signature. All information must be placed in the correct blanks and typing must be completed with 100% accuracy. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all information in correct blanks.		
2. Completed all typing with 100% accuracy.		

STUDENT HANDOUT 08/12/01
PREPARING STOCK CERTIFICATES

Your employer will tell you to whom stock certificates shall be issued and the number of shares each stockholder shall receive.

Follow these steps in issuing stock certificates:

1. Type number of shares, name and address of person to whom issued, and date on stub.
2. Type on the face of the certificate the number of shares, name of stockholder and date.
3. Also type the number of the certificate, the name of corporation, city and state, and par value on the face of the certificate if not already imprinted on it.
4. On the back of the certificate, type the number of shares, name of corporation (if not printed), name of stockholder, and date.

Study the example of a completed stock certificate on pp. 2-3.

**used with the permission of the Kentucky Board of Education

**used with the permission of the Kentucky Board of Education

Certificate

No. 1

For 5 Shares

Issued to

Mrs. Meredith Roper
8161 Erlanger Road
Erlanger, Kentucky 41018

Dated 5-25 19--

FROM WHOM TRANSFERRED

Dated 19

[illegible] | [illegible] | [illegible]

Received CERTIFICATE NO.

For Shares

this ___ day of ___ 19___

(EXAMPLE OF STUB)

INCORPORATED UNDER THE LAWS OF

No. 1 Shares 5

NORTHERN KENTUCKY ART LEAGUE, INC.
Walton, Kentucky 41094

THIS CERTIFIES THAT Mrs. Meredith Roper

is the owner of five (5) Shares of no par each of the Capital Stock of

NORTHERN KENTUCKY ART LEAGUE, INC.

transferable only on the books of the Corporation by the holder hereof in person or by Attorney upon surrender of this Certificate properly endorsed.

In Witness Whereof, the said Corporation has caused this Certificate to be signed by its duly authorized officers and to be sealed with the Seal of the Corporation this 25th day of May AD 19--

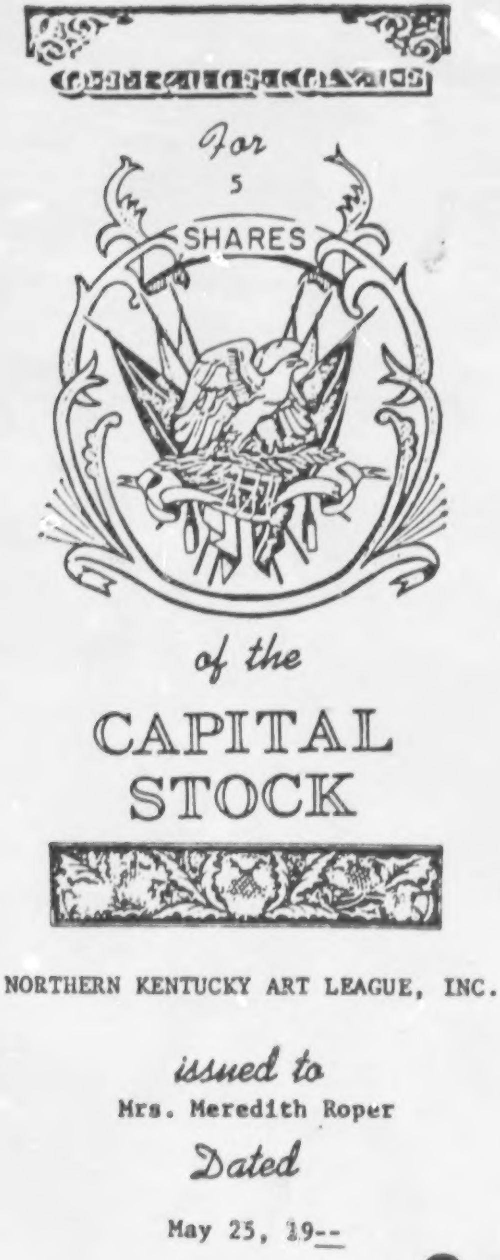
Secretary - Treasureer

President

(EXAMPLE OF FACE OF CERTIFICATE)

Student Handout 08/12/01 -- page 3

EXAMPLE OF BACK OF CERTIFICATE



For

5

SHARES

of the

CAPITAL STOCK

NORTHERN KENTUCKY ART LEAGUE, INC.

issued to

Mrs. Meredith Roper

Dated

May 25, 19--

**used with the permission of the Kentucky Board of Education

Practice Exercises

Obtain your employer's instructions on a certificate from you instructor and type the attached stock certificate.

** used with the permissionoof the Kentucky Board of Education

Certificate

No.

For *Shares*

Issued to

Dated 19

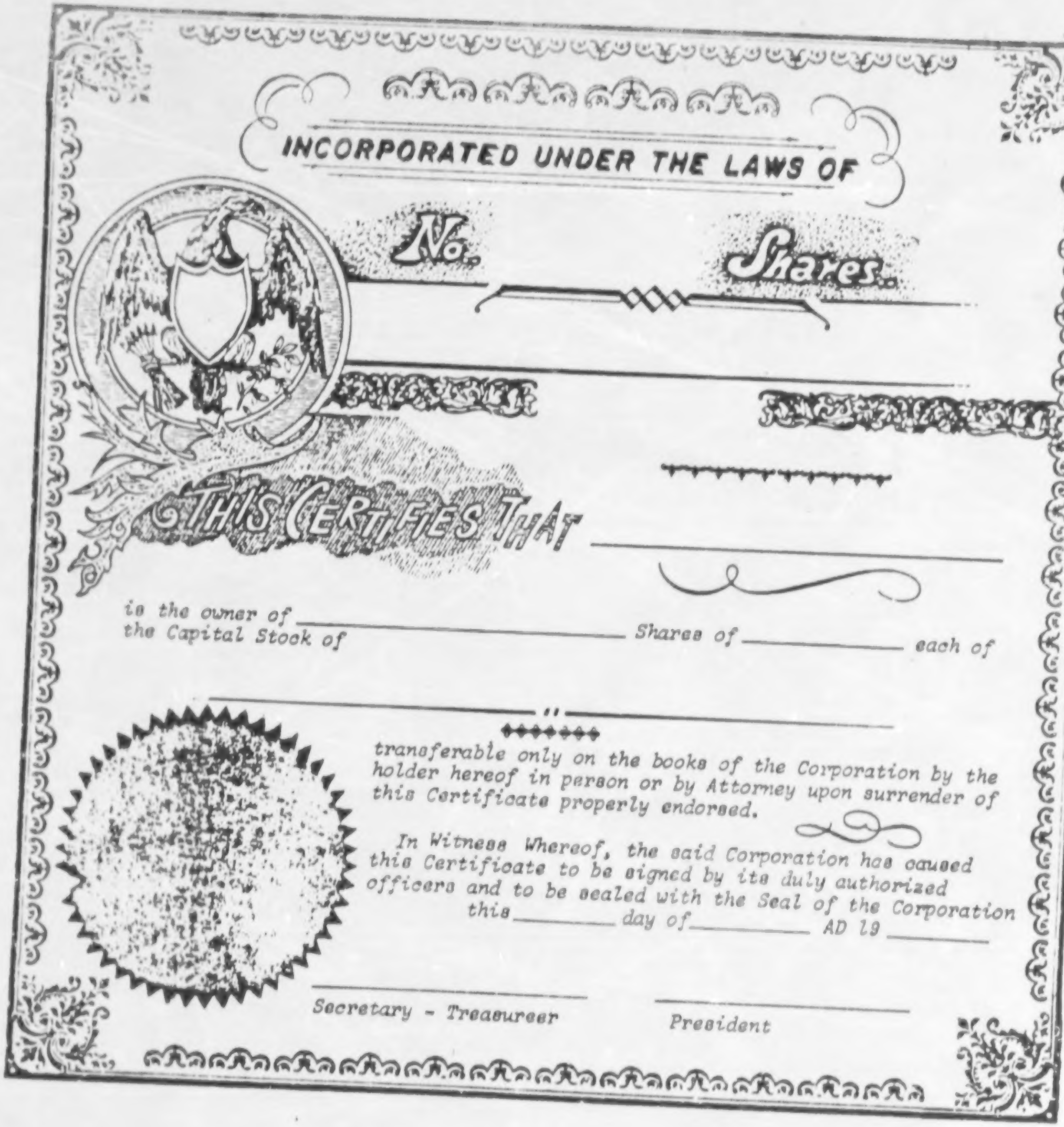
FROM WHOM TRANSFERRED

Dated 19

Received CERTIFICATE NO.

For *Shares*

this ___ *day of* ___ *19* ___



INCORPORATED UNDER THE LAWS OF

No. Shares

THIS CERTIFIES THAT ______________________

is the owner of ______________________ *Shares of* ____________ *each of*
the Capital Stock of

____

transferable only on the books of the Corporation by the holder hereof in person or by Attorney upon surrender of this Certificate properly endorsed.

In Witness Whereof, the said Corporation has caused this Certificate to be signed by its duly authorized officers and to be sealed with the Seal of the Corporation this ______ day of ______ AD 19 ______

______________________ Secretary - Treasureer

______________________ President

Student Handout 08/12/01 -- page 5

451

For

of the

CAPITAL
STOCK

issued to

Dated

** used with the permission of the Kentucky Board of Education

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 13: Prepare wills

Performance Objective: Given a handwritten will, a tape of a will which you must take in shorthand, a will on a dictating machine and your employer's instructions on a will to be prepared from your form file, you will type the wills in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample will provided by your instructor as references. You must also be able to describe the parts of a will and the types of wills.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/13/01, "Wills," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing wills. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a handwritten will. Type the will in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of a will which you must take in shorthand. Type the will in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

Student Competency Sheet - Page 2

Learning Activities Continued:

6. Obtain a will on a dictating machine. Type the will in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions on a will to be composed from your form file, and a sample will from your instructor. Type the will in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Student Competency Sheet - Page 3

Criterion Evaluation:

You must first describe the parts of a will and the types of wills. Then, given a handwritten will, a tape of a will which you must take in shorthand, a will on a dictating machine, and your employer's specifications on a will to be composed from your form file, you will type the wills in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample will provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all wills in correct format.	________	________
2. Completed all typing with 100% typographical accuracy.	________	________
3. Described parts of a will and types of wills.	________	________

STUDENT HANDOUT 08/13/01
WILLS

A will is a legal document whereby a person makes disposition of his or her estate to take effect after his or her death. There are several types of wills commonly used, these are:

1. Ambulatory will--This term denotes the power of the testator of testatrix (person making the will) to change it during his or her lifetime.

2. Conditional will--This is a will made conditional upon the occurance of a specified event, such as death from a particular disease or accident. If the existence of the condition is the reason for making the will, it is "unconditional," but if the testator or testatrix intends to dispose of his or her property if the condition takes place, it is conditional.

3. Holographic will--This is one which is entirely written, dated and signed by the hand of the testator or testatrix himself or herself.

4. Joint and Mutual will--This is a will executed by two persons with reciprocal provisions which shows on its face that the devices are made one in consideration of the other.

5. Joint will--This is where the same instrument is made the will of two or more persons and is jointly signed by them. Such wills are usually executed to make testamentary disposition of joint property.

6. Mutual, Counter, Reciprocal or Double will--This is one in which two or more persons make mutual or reciprocal provisions in favor of each other. Mutual wills are the separate wills of two persons which are reciprocal in their provisions.

7. Nuncupative will --This is an oral will made in the presence of witnesses, and is effective only in exceptional circumstances, e.g. the contemplation of death by a person involved in military action on the field of battle.

The requirements of wills:

1. Must be made by a person of legal age with testamentory capacity.

2. Must be properly executed in conformity with statutory requirements.

Student Handout - Page 2

3. Must be signed and witnessed by the proper number of witnesses with their names and addresses affixed.

4. Must be published and declared as the Last Will and Testament of the testator or testatrix.

Although each attorney has his or her own form for writing wills, a will is likely to cintain the following parts:

1. Declaration-This is the clause in which the testator or testatrix declares that he or she is of sound mind and disposing memory and is making his or her last will and testament.

2. Revocation-This is the clause stating that any wills, codicils or testamentory papers made before are invalid.

3. Appointment of an executor or executrix (the person who will handle the disposition of the estate).

4. Dispository clauses-This is the part of the will in which the testator or testatrix discribes how his or her estate is to be disposed of.

5. Signature of the testator or testatrix.

7. Affidavit of the will.

Do not ever take the staples out of a will once it has been stapled; it will become invalid. This is a precation against materials being added at a later date.

Practice Exercises:

Answer the following questions.

1. What is a holographic will?

2. What is the revocation clause in a will?

3. What is the difference between a joint and mutual will? Between a joint and mutual will and a mutual will?

4. What are the four requirements of a will?

5. What is an executor?

6. What is a testator?

Student Handout - Page 3

7. What is a conditional will?
8. What are the dispository clauses of a will?
9. What is a nuncupative will?
10. What is the declaration of a will?

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 14:	Prepare codicils
Performance Objective:	Given a handwritten codicil, a tape of a codicil which you must take in shorthand, a codicil on a dictating machine and your employer's instructions on a codicil to be prepared from your form file, you will type the codicils in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample codicil provided by your instructor as references. You must also be able to describe the parts of a codicil and the types of codicils.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/14/01, "Codicils," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing codicils. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a handwritten codicil. Type the codicil in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a tape of a codicil which you must take in shorthand. Type the codicil in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #6.

Student Competency Sheet - Page 2

Learning Activities Continued:

6. Obtain a codicil on a dictating machine. Type the codicil in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #7.

7. Obtain a set of your employer's instructions on a codicil to be composed from your form file, and a sample codicil from your instructor. Type the codicil in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

Criterion Evaluation:

You must first describe the parts of a codicil and the types of codicils. Then, given a handwritten codicil, a tape of a codicil which you must take in shorthand, a codicil on a dictating machine, and your employer's specifications on a codicil to be composed from your form file, you will type the codicils in the correct format with 100% typographical accuracy. You may use your notes on typing format and a sample codicil provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Typed all codicils in correct format.		
2. Completed all typing with 100% typographical accuracy.		
3. Described parts of a codicil and types of codicils		

STUDENT HANDOUT 08/14/01
CODICILS

A codicil is a supplementary document to a will. A testator or testatrix who wishes to change his or her will in some way can have an attorney prepare a codicil. The codicil is signed and witnessed in the same way as the will. It is then attached to the will. Remember not to remove staples from the will when attaching the codicil or the will become invalid. Your employer will show you his or her favorite method for attaching codicils. Staples may not be removed from codicils, either, or the codicil will become invalid.

Practice Exercises:

State whether the following are true or false

_____1. Staples can be removed from a codicil without invalidating it.

_____2. The codicil should be attached to the will.

_____3. If the will is witnessed and signed correctly, no witnesses or signatures are needed for the codicil.

STUDENT COMPETENCY SHEET

MODULE 08: Client Documents

Competency Statement 15:	Prepare certificates of title
Performance Objective:	Given a certificate of title written in longhand and your employer's instructions on a certificate of title to be composed from your form file, you will type the certificates of title in the correct format with 100% typographical accuracy. You must also be able to describe what a certificate of title is. You may use your notes on typing format and a sample certificate of title provided by your instructor as references. You must receive a satisfactory rating on all items on the Student Checklist.

Learning Activities:

1. Read the entire Student Competency Sheet. If you can complete the Performance Objective, ask your instructor for the Criterion Evaluation. If you cannot complete the Performance Objective, go on to Learning Activity #2.

2. Obtain a copy of Student Handout 08/15/01, "Certificates of Title," and read it carefully. Do the exercises at the end of the handout and have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #3.

3. Attend a lecture given by your instructor on typing certificates of title. Summarize the typing format in your notes. You must take and pass a quiz given by your instructor. When you have completed this satisfactorily, go on to Learning Activity #4.

4. Obtain a copy of a certificate of title written in longhand. Type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, go on to Learning Activity #5.

5. Obtain a set of your employer's instructions on a certificate of title to be composed from your form file and a sample certificate of title from your instructor. Compose the certificate of title and type it in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Have your instructor check your work. When you have completed this satisfactorily, and when you feel you are ready, ask your instructor for the Criterion Evaluation.

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Criterion Evaluation

Given a certificate of title written in longhand and your employer's instructions on a certificate of title to be composed from your form file, you must type the certificates of title in the correct format with 100% typographical accuracy. You may use your notes on typing format as a reference. Then, you must describe what a certificate of title is. You must receive a satisfactory rating on all items on the Student Checklist.

STUDENT CHECKLIST

	SATISFACTORY	UNSATISFACTORY
1. Described what a certificate of title is.	________	________
2. Typed certificate of title in correct format	________	________
3. Completed all typing with 100% accuracy	________	________

STUDENT HANDOUT 08/15/01
CERTIFICATES OF TITLE

Before a bank will lend money to people who are using their house or real estate as a security for the loan, the bank wants a certificate of title. The certificate of title is an instrument prepared by an attorney which says that the prospective borrowers own the property and that their title to it is free of encumbrances.

The attorney provides the certificate of title after he or she has completed what is known as a title search. In a title search, the attorney first establishes the chain of title (the list of everyone who has owned the property for a certain period) to make sure that there have been no out-conveyances (that is, that someone who did not own the property did not sell it). Then the attorney checks to make sure that there have been no mechanics or tax liens (creditor's claim against the title for non-payment of a debt or taxes) or judgements against the title and that there are no tax delinquencies. If there are liens against the property, the attorney must check to be sure they were released.

The certificate of title is the attorney's report of what the title search revealed. The chain of title is not recounted, but the attorney states that the title is either free and clear or that the title has some encumbrances. The attorney then lists the problems that the title search reveals, and states that the certificate of title is correct subject to the correctness of the indices to the records in the Office of the County Clerk in the county where the title was searched. That is, the attorney states that he could not search every record in the history of the county (because there are usually thousands of them) and that there may be encumbrances which he or she could not discover.

The attorney then provides the bank with the certificate of title, and the bank decided whether or not the property is an acceptable security for the loan.

Practice Exercises:

State whether the following are true or false.

_____1. The attorney first checks to make sure that all property tax has been paid.

_____2. The chain of title is the list of each owner of the property during a certain period.

_____3. The attorney decides whether or not to grant the loan.

_____4. The certificate of title is the document produced at the end of a title search.

_____5. If the attorney does find liens against the property, he or she must check to make sure they have been released.